

TO: Personnel Commission  
 Claudette Enus, Chair  
 Jack Eastwick, Member  
 Katherine Fox, Member  
 David Read, Member  
 David Sánchez, Member

FROM: Jeanne Greene, Director  
 Department of Personnel

AGENDA: Personnel Commission Meeting  
 August 11, 2006

LOCATIONS: Carson City at the Legislative Building, Room 4100, 401 South Carson Street, and in Las Vegas at the Grant Sawyer Building, Room 4401, 555 East Washington Avenue via videoconferencing

**NOTE:** *Agenda items may be heard in a different order than listed, at the discretion of the Chair.*

**PAGE #**

I.	Call To Order - 8:00 a.m.	
II.	*Adoption of Agenda	
III.	*Minutes of Previous Meeting	
IV.	*Approval of Additional Southern Alternate Hearings Officer <i>Ann Elworth Winner</i>	
V.	*Prohibitions & Penalties . . . . . <i>Department of Cultural Affairs</i>	1
VI.	*Classes Subject to Pre-Employment Screening of Controlled Substances . . . . . <i>Department of Conservation &amp; Natural Resources</i> <i>See recommendation for list of classes</i>	2
VII.	*Regulation Changes to Nevada Administrative Code, Chapter 284 . . . . . <i>Proposed for Permanent Adoption</i>	3
Sec. 1	NEW "Employee Assistance Program" defined . . . . .	4
Sec. 2	NEW "Premises of the workplace" defined . . . . .	5
Sec. 3	NEW "Sexual conduct" defined . . . . .	6
Sec. 4	NEW "Sexual harassment" defined . . . . .	7

Sec. 5	NEW	Report of arrest, conviction, or traffic violation . . . . .	8
		. . . . .	
Sec. 6	NAC 284.010	Definitions. . . . .	9
		. . . . .	
VII.	*Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)		
	<i>Proposed for Permanent Adoption</i>		
Sec. 7	NAC 284.642	Suspensions. . . . .	10
		. . . . .	
Sec. 8	NAC 284.646	Demotions and Dismissals . . . . .	11
		. . . . .	
Sec. 9	NAC 284.650	Causes for disciplinary action . . . . .	12
		. . . . .	
Sec. 10	NAC 284.653	Driving under the influence; unlawful acts involving controlled substance . . . . .	14
		. . . . .	
Sec. 11	NAC 284.771	Sexual harassment . . . . .	15
		. . . . .	
Sec. 12	NAC 284.884	Maximum allowable concentrations of alcohol in blood or breath of employee; confirmation of positive result on screening test of breath . . . . .	16
		. . . . .	
VIII.	*Approval of Occupational Group Study Revised Class Specifications		
A.	Engineering & Allied occupational group . . . . .		17
	. . . . .		
	Subgroup: Engineering		
	<i>Professional Engineering Specialist, P.E.</i>		
B.	Fiscal Management & Staff Services occupational group. . . . .		23
	. . . . .		
1.	Subgroup: Materials Acquisition & Services		
	<i>Buyer series</i>		
2.	Subgroup: Property Appraisal, Valuation & Acquisition		
	<i>State Land Agent series</i>		
3.	Subgroup: Actuarial/Research/Grants Analysis		
	<i>Transportation Planner/Analyst series</i>		
4.	Subgroup: Public Information		
	<i>Publications Editor series</i>		
5.	Subgroup: Information Technology		
a.	<i>IT Manager series</i>		
b.	<i>Master IT Professional series</i>		
c.	<i>IT Professional series</i>		
d.	<i>Business Process Analyst series</i>		

e. *IT Technician series*

6. Obsolete Classes to be Abolished

- a. Information Systems Manager I
- b. Data Processing Manager II
- c. Information Systems Specialist series
- d. Computer Operations Supervisor series

VIII. \*Approval of Occupational Group Study Revised Class Specifications (cont'd)

6. Obsolete Classes to be Abolished (cont'd)

- e. Computer Systems Programmer series
- f. Computer Network Specialist series
- g. Information Security Officer series
- h. Computer Network Technician Trainee
- i. Agency/Program Information Specialist series

C. Mechanical & Construction Trades occupational group . . . . . 104

. . . . .

Subgroup: Road Construction & Maintenance

- 1. *Highway Maintenance Supervisor series*
- 2. *Highway Maintenance Worker series*
- 3. *Highway Construction Aid*

IX. \*Individual Classification Appeals

A. Jo Ann Smith, Administrative Aid

*Parole & Probation Division, Department of Public Safety*

B. Carole Matrone and Kathy Raney, Administrative Assistant IV

*Bureau of Early Intervention Services, Health Division*

*Department of Health & Human Services*

C. 6 Compliance/Enforcement Investigator III's

John Arana, Warren Bailey, Scott Balder, David Evans, Mark Medina & John Nelson

*Office of the Secretary of State*

D. Jackie Reese, Chief, Investigator Compliance & Enforcement

*Office of the Secretary of State*

E. Francis Arenas, Chief, Enforcement & Registration

*Office of the Secretary of State*

X. Uncontested Classification Action Report . . . . . 121

. . . . .

*Postings 05-06, 06-06, and 07-06*

- XI. Comments by the General Public
- XII. Select Date for Next Quarter Meeting
- XIII. \*Adjournment

*\*Indicates agenda items scheduled to be voted on by the Personnel Commission.*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.

TO:

Personnel Commission

FROM:

Jeanne Greene, Director  
Department of Personnel

Refer: August 11, 2006, Agenda

Item: V

The Department of Cultural Affairs has established a policy on conflicting activities and penalties. These are submitted for Personnel Commission approval pursuant to NAC 284.742.

TO:

Personnel Commission

FROM:

Jeanne Greene, Director  
Department of Personnel

Refer: August 11, 2006, Agenda  
Item: VI

***Recommendation***

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Parks and Forestry Divisions in the Department of Conservation & Natural Resources, and the Department of Transportation (NDOT) have requested the following positions be approved for pre-employment screening for controlled substances:

AGENCY	CLASS CODE	CLASS TITLE	BUDGET & POSITION CONTROL NUMBER
PARKS	1.907	Parks Regional Manager – Non Commissioned	ALL <sup>1</sup>
	1.967	Park Supervisor III – Non Commissioned	ALL <sup>1</sup>
	1.968	Park Supervisor II – Non Commissioned	
	1.969	Park Supervisor I – Non Commissioned	
NDOT	9.334	Fleet Service Worker IV	ALL <sup>2</sup>
FORESTRY	9.353	Air Operations Supervisor	ALL

<sup>1</sup> Class(es) were established 7/1/05, when the 2005 Legislature granted a two-grade increase to all commissioned positions. The commissioned classes are approved for pre-employment screening for controlled substances; however, the non-commissioned classes were omitted.

<sup>2</sup> The Department of Transportation requested this class be added to the list at the February 10, 2006, Personnel Commission meeting; however, it was omitted by clerical error.

TO: Personnel Commission

FROM: Jeanne Greene, Director  
Department of Personnel

Refer: August 11, 2006, Agenda  
Item: VII

The following regulations proposed for permanent adoption are due to requests by interested parties and proposals by the Department of Personnel. A brief explanation precedes the section and summarizes the intent of the regulation change. **NOTE:** Text in [Brackets] and ~~strikeout~~ signify language which is to be removed, whereas language to be inserted is indicated in ***bold italics***.

Language which is ***bold, italics and underlined*** is also being inserted, or removed if [bracketed] and ~~strikeout~~, and represents a variation from the language which has been reviewed and approved by the Legislative Counsel Bureau. These variations more closely represent the intent of the proposed regulation amendments.

<b><u>REGULATIONS PROPOSED FOR PERMANENT ADOPTION</u></b>			<b><u>REGULATION #</u></b>
Sec. 1	NEW	“Employee Assistance Program” defined	
Sec. 2	NEW	“Premises of the workplace” defined	
Sec. 3	NEW	“Sexual conduct” defined	
Sec. 4	NEW	“Sexual harassment” defined	
Sec. 5	NEW	Report of arrest, conviction, or traffic violation	
Sec. 6	AMEND	Definitions	NAC 284.010
Sec. 7	AMEND	Suspensions <b><i>and Demotions</i></b>	NAC 284.642
Sec. 8	AMEND	<del>Demotions and</del> <b><i>Dismissals</i></b>	NAC 284.646
Sec. 9	AMEND	Causes for disciplinary action	NAC 284.650
Sec. 10	AMEND	Driving under the influence; unlawful acts involving controlled substance	NAC 284.653
Sec. 11	AMEND	Sexual harassment	NAC 284.771
Sec. 12	AMEND	Maximum allowable concentrations of alcohol in blood or breath of employee; confirmation of positive result on screening test of breath	NAC 284.884

**SUMMARY OF THE WORKSHOP TO SOLICIT COMMENTS ON THE PROPOSED  
REGULATIONS OF THE STATE DEPARTMENT OF PERSONNEL**

**JULY 13, 2006  
CARSON CITY**

Attendees:

Shelley Blotter, Chief, Technical Services, Department of Personnel  
Peter Long, Chief, Field Services, Department of Personnel  
Gary Lyon, Training Officer, Department of Personnel  
Tracy Walters, Personnel Analyst, Department of Personnel  
Renee Travis, Personnel Analyst, Department of Personnel  
Debra Berry, Personnel Technician, Department of Personnel  
Honey Garibaldi, Administrative Assistant, Department of Personnel  
Kris Ross, Personnel Analyst, Department of Wildlife  
Marilyn Yezek, Personnel Officer, Department of Transportation  
Salli Hebert, Personnel Analyst, Department of Cultural Affairs  
Leslie Tashiro, Personnel Officer, Health Division, Dept. of Health and Human Services  
Phil Brittenham, Personnel Officer, Department of Motor Vehicles  
Clay Thomas, Deputy Director, Department of Motor Vehicles  
Edgar Roberts, Division Administrator, Motor Carrier Division, Dept. of Motor Vehicles  
Kareen Masters, Deputy Director, Department of Health and Human Services  
Barb Morningstar, Personnel Analyst, Department of Taxation  
Dale Ann Luzzi, Executive Assistant, Division of Aging Services, DHHS  
Kathi Sinclair, Personnel Officer, Division of Welfare and Supportive Services, DHHS  
Kathy McCormick, Personnel Officer, Mental Health and Developmental Services Div., DHHS  
Ruth Edsall, Personnel Officer, Department of Employment Training and Rehabilitation  
Gary Wolff, Teamsters Local 14  
Cheri Abbott, Personnel Officer, Department of Administration  
Tom Fronapfel, Division Administrator, Field Services Division, Dept. of Motor Vehicles  
Kathleen Kirkland, Personnel Analyst, Mental Health and Developmental Services  
Alys Dobel, Personnel Officer, Department of Corrections  
Robin Freestone, Nevada System of Higher Education

In Las Vegas:

Mark Anastas, Regional Manager, Department of Personnel  
Ray Marshall, Deputy Director, Business and Industry  
Diane Rohrbaugh, Community College Southern Nevada  
Jeanine Lake, SNEA/AFSCME  
Patricia Rush, SNEA/AFSCME  
Larry Hamilton, University of Nevada Las Vegas  
John Mueller, Community College of Southern Nevada

The workshop commenced at 9:31 a.m. Shelley Blotter, Chief, Technical Services Division, of the Department of Personnel, welcomed everyone to the meeting and thanked them for their attendance.

Ms. Blotter stated that the purpose of the workshop was to solicit comments from effected parties with regard to the regulations proposed for permanent adoption. These regulations will be considered for adoption by the Personnel Commission at their August 11, 2006, meeting. The meeting will be held in Carson City at the Legislative Building and videoconferenced to Las Vegas. If the regulations are adopted, they will go into effect when filed with the Secretary of State which will be approximately 40 days after the Personnel Commission meeting.

Ms. Blotter stated she would read the explanation of change for each section and allow time for comment. Any comments received would be summarized for the Personnel Commission and will be provided to them prior to the meeting for their consideration.

***New Section Report of convictions.***

<p><b>Explanation of Proposed Change:</b> This amendment, proposed by the Department of Personnel, requires employees to report his arrest, conviction or plea agreement to a misdemeanor or felony or traffic offense to his appointing authority. The appointing authority shall determine if the arrest, conviction, or plea agreement has any bearing on the employee's employment and if so, may dismiss the employee.</p>
---

Mr. Phil Brittenham, DMV, stated he opposes the language and particularly the requirement to report an arrest with regard to traffic offenses and misdemeanors before any guilt is established. He also stated he sees this as an overwhelming added requirement for reporting, documentation, and record keeping. He thinks it is vague in terms of what would allow an appointing authority to dismiss an employee before establishing guilt. Simply not reporting to appointing authority would be a pretty weak case and it is fraught with danger for the State and would be opportunities for employees to litigate issues with the State based on the loss of their jobs just because of some connection with an arrest. He said it didn't really make a lot of sense to him.

Ms. Blotter commented that a number of individuals have approached the department informally to express concern regarding the traffic portion. Ms. Blotter stated that they would be amenable to removing that portion of the proposed regulation. She asked if that solves the problem for those opposing this language. In regards to the arrest portion some research was done and in checking with Douglas County it was found this is not uncommon.

Ruth Edsall, DETR, stated she would like to echo Phil's sentiments. But primarily the arrest portion does not appear to be appropriate. She has obtained feedback from their executive staff all of who agreed that arrest is not the basis they would use for an employment decision nor would they like to see that in the regulations.

Jeanine Lake, SNEA, stated that they also concur with Phil Brittenham. Plus they would like to point out that in Nevada almost anything could be considered a misdemeanor. Throw something from your vehicle and it's a misdemeanor for littering. How and under what guidelines or procedures does the appointing authority determine whether the plea agreement to any misdemeanor or the plea agreement to any traffic offense has an adverse impact on the employment of that person. They feel this is written very vaguely and particularly with regards to plea agreements to any traffic offense and arrests.

Salli Hebert, Department of Cultural Affairs, stated that they agree that the traffic offense should be taken out. Unless license is a requirement of the job and in that case it would be applicable. They are

also concerned about the information they would be receiving from individuals that is not pertinent to employment and what would they do with that information. As a Department would they be required to maintain it? Then that would concern safeguarding and creating new records management. It would put an additional requirement on agencies to maintain information that was not needed. There would need to be new regulations. They feel that it would be better if the wording was changed to an employee must report an arrest, conviction or plea agreement to any misdemeanor related to any offense of moral turpitude to his appointing authority within 5 working days after it occurs. Ms. Blotter pointed out that a copy or statement be included related to misdemeanors and felonies when someone applies for employment. Ms. Hebert stated they don't always receive those records and she believes this would be something in addition such as medical having information and being kept separate. Now we have another type of information that would need to be addressed. Ms. Blotter stated this would need to be looked at to see if it needs to be addressed.

Marilyn Yezek, NDOT, Stated they have a concern about arrests but traffic offenses do apply to them and so many of their people, well over half of their staff, are required to drive as an essential function of their job. She stated they are not interested in knowing about someone getting a parking violation. But they do need to know about excessive speed, reckless driving, and things like that. They would like to know about the conviction of a serious traffic offense. Especially for those who have to drive as part of their job and it is really an essential function not clerical staff. Ms. Blotter stated the concern is the court process can take many months in order to get a conviction, and in the meantime, you may have somebody who did something pretty egregious but they haven't been convicted yet. That is why it stated if it were related, then it would have a bearing on your employment. Ms. Yezek said of all the people they have, they really don't get many very serious traffic offenses. Maybe once every couple of years a DUI, but they really do need to know about not just the DUIs but also the reckless driving, the excessive speeding, and those sort of serious violations. In summary it should be serious traffic offense and convictions.

Gary Wolff, Teamsters Union, said it was his understanding that the section on traffic citations was being removed. Ms. Blotter that this has been discussed and the Department would be happy to do this if it is the consensus of the group. Mr. Wolff stated they have no problem with DUIs and serious traffic violations. He stated he opposes giving appointing authority too much leeway on this and he also opposes reporting speeding tickets.

Kareen Masters, Department of Health and Human Services, stated that the arrests shouldn't be removed entirely. There are some precautions in subsection 2 that the appointing authority would have to demonstrate that there is adverse impact before they could take action and the employee would have the right to a hearing if they disagreed with that. She supports an employee making their employer aware of an arrest. She agrees that the employer does need to be aware of traffic offenses for people who transport clients or children for their job.

Phil Brittenham, DMV, stated the DMV's administrative group discussed this as well and also opposes this language. He stated NDOT could address this within their prohibitions and penalties as opposed to making this a sweeping administrative code. In terms of Douglas County or other counties he did some research online with regard to states and couldn't find a whole lot. The State of Wisconsin prohibits termination for arrests only. He's concerned about State rules being aligned with state governments not smaller jurisdictions. He is also concerned about who decides whether this has an adverse impact or not. Ms. Blotter stated that subsection 1 would allow immediate dismissal so it would not require progressive discipline. Where as if it was in prohibitions and penalties, we would typically see some progressive discipline. This would make it clear to personnel officers that dismissal is an option. The reason why it

is a little bit vague and left up to the appointing authority is depending on the situation and impact allowing leeway depending on the job duties. Mr. Brittenham stated this makes a good case against the whole section.

Ruth Edsall, DETR, said the record keeping requirements for applications is different. Ms. Blotter stated that her reference was that some of this information might already be on file at the agency level. But she does agree that record keeping requirements need to be clarified.

Clay Thomas, DMV, wanted a couple of things clarified. Such as innocent until proven guilty. He felt there should not be action until the individual is convicted. He also stated some of this would be covered in essential functions.

Robin Freestone, Nevada System of Higher Education, stated they did some research with some peer institutions and found that all of their peer institutions on the west coast have a similar regulation. They agree with Ms. Masters that some appropriate precautions be built in this and they view this as another tool in the employee relation's arena. It doesn't say that anyone will be terminated it gives the appointing authority some latitude and flexibility.

There were no other questions, comments, opposition or discussion on this section.

**NAC 284.642 Suspensions and Demotions.** (NRS 284.065, 284.155, 284.383, 284.385)

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, group's together disciplinary actions related to suspensions and demotions.

Kathy Sinclair, Division of Welfare and Supportive Services, just wanted to comment about formatting on subsection (b) where it says "for any cause or causes listed in NAC 284.650" her assumption is that statement is referring to both subsections A and B and that it should be moved to below the (b).

There were no other questions, comments, opposition or discussion on this section.

**NAC 284.646 ~~Demotions and Dismissals~~.** (NRS 284.065, 284.155, 284.383, 284.385)

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, allows for immediate termination for certain offenses committed by an employee. These types of activities compromise the services provided by the State and place the State at an increased risk for legal and monetary claims.

Before taking comments Ms. Blotter wanted to clarify in subsection 2 these are permissive and not required actions. Meaning if appointing authority wished to they could take immediate action to dismiss but they are not required to.

Gary Wolff, Teamsters 14, opposes subsection 2(a) as pornography is not defined. Needs to address purposeful and not accidental viewing, he wants "solid rules". He still feels some of this language gives the appointing authority opportunity to abuse this language. Ms. Blotter pointed out the employee would still have the rights of a hearings officer review. So it wouldn't be final with the appointing authority. Mr. Wolff stated that there are no exceptions for police who have to view pornography all the time. He stated these need to be more narrowly defined.

Salli Hebert, Department of Cultural Affairs, stated they are concerned who defines pornography? If the courts refuse to define it, how does EMC, administrators or an appointing authority define it? She stated they do support the job abandonment after three days. They support the section on theft; they are concerned that no monetary value is listed and they are addressing it in their prohibitions and penalties. They are concerned about the confidential information and what is considered confidential it is subjective and inconsistent.

Kareen Masters, Department of Health and Human Services, stated they wouldn't want to include accidental viewing. They do not tolerate viewing of pornography on State computers as a department and have terminated employees for that or many have resigned prior to being terminated. She wanted to clarify the threatening others with a deadly weapon while in the work place subsection. They suggest tying the definition of workplace to how it is defined subsection 21 NAC 284.650. She also suggested including while engaged in any work-related activities.

Jeanine Lake, SNEA/AFSME, they feel the language on the use or release of confidential information is too broad. They are also concerned about 2(e) the suspension, revocation or cancellation of a professional or occupational license or certificates. They are concerned about employees being dismissed when the license suspension or revocation could be a mistake or is in an appeal process.

Marilyn Yezek, NDOT, stated that the case of a threat of a deadly weapon in the workplace was their case. The circumstances involved a staff meeting was being held in a restaurant and was considered the workplace because workplace activities were taking place. That hearing officer decision was overturned by the district court and the immediate termination was upheld.

Phil Brittenham, DMV, he stated the overall language is supported. He does oppose 2(c) and wonders if it really is necessary to include that language. He questions if this actually occurs enough that it need be covered. Ms. Blotter stated in regards to the language in 2(c) she has had the opportunity to read reports from the Sexual Harassment and Discrimination investigations and this does occur often enough in the workplace and needs to be addressed. Some agencies handle this as an immediate dismissal and other agencies interpret this differently.

Gary Wolff, Teamster 14, stated he thinks the wording in regards to an employee residing on state property needs to be clarified. Ms. Blotter states this was added to accommodate families that reside on State property.

Marilyn Yesik, NDOT, asked that language be changed to say "other than employees residing on State property in their assigned residence."

Clay Thomas, DMV, stated section 2 is permissive which means in every section it is up to the department to make that determination. That being the case we have not set the ground rules because every department can look at it differently. Which goes back to the original comments made by Mr. Wolff about administrators handling situations differently. So it's not definitive in nature as to you do this and your terminated. Taking this one step further, within the departments prohibition and penalties, there is leeway on somethings. However on some of our prohibitions penalties there are no exceptions and it is very definitive you do it you are terminated. Therefore, it relies on the department. Basically, we have set the ground rules of what is acceptable and what is not. The language in 2© is too broad leaving room for interpretation and challenges. Ms. Blotter stated that in regards to 2(c) not covering all situations it has been defined in other locations within NRS or NAC and LCB would be providing a definition which is more encompassing.

There were no other questions, comments, opposition or discussion on this section.

**NAC 284.650 Causes for disciplinary action.** (NRS 284.065, 284.155, 284.383)

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, provides additional categories of serious infractions that are subject to disciplinary action. An appointing authority may, based on the facts of the situation, initiate progressive discipline under this section.

Ms. Blotter stated that subsections 23, 24, and 25 would be removed from NAC 684.650. However subsection 26 will be retained.

Phil Brittenham, DMV, asked for clarification on subsection 26. Ms. Blotter responded that this allows the opportunity to interview possible witnesses as to whether they know anything in regards to an investigation.

Kareen Masters, Department of Health and Human Services, suggested on subsection 26 to broaden language to include any investigation authorized by the appointing authority. To require employees to participate in the investigative process when investigations involve client abuse.

Gary Wolff, Teamsters 14, he stated he supports this language as it is with regards to subsection 26, but would not support broadening the language.

There were no other questions, comments, opposition or discussion on this section.

**NAC 284.653 Driving under the influence; unlawful acts involving controlled substance.** (NRS 284.065, 284.155, 284.383, 284.385, 284.407)

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, allows for disciplinary action when the final charge is not driving under the influence or another offense for which driving under the influence is an element of the charged, e.g., destruction of property, failure to yield.

Additionally, the language in subsection 4 was removed and a new section is recommended to address the requirement for an employee to report the conviction of a misdemeanor or felony to his appointing authority.

There were no questions, comments, opposition or discussion on this section.

**NAC 284.771 Sexual harassment.** (NRS 284.065, 284.155)

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, clarifies that employees may be terminated from employment if they commit sexual harassment even if it is a first time offense.

Gary Wolff, Teamsters 14, he stated he feels the language is too broad and gives the appointing authority too much authority.

Phil Brittenham, DMV, stated he supports this language.

Salli Hebert, Department of Cultural Affairs, stated they are concerned about the appointing authorities and not applying it consistently.

There were no other questions, comments, opposition or discussion on this section.

Ms. Blotter asking if there were any other questions or comments regarding the proposed regulations.

Back to 284.646

Clay Thomas, DMV, stated they are concerned that the way that NAC 284.646 is currently written that it could give rise to questions of validity of the regulation.

Meeting adjourned at 10:38 a.m.

**Sec. 1. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Legal Division of the Legislative Counsel Bureau, defines the term “Employee Assistance Program” as used in NAC 284.

*New Section “Employee Assistance Program” defined.*

*“Employee Assistance Program” means the State of Nevada Employee Assistance Program of the Department of Personnel or offered by the Nevada System of Higher Education or another employer and which the employee is eligible to use.*

Sec. 2. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

**Explanation of Proposed Change:** This amendment, proposed by the Legal Division of the Legislative Counsel Bureau, defines the term “Premises of the workplace” as used in NAC 284. This language is an expansion of the language that was previously used in subsection 21 of NAC 284.650. This term is now being defined for use in other subsections of NAC 284.650 and sections of NAC 284.

*New Section “Premises of the workplace” defined.*

*“Premises of the workplace” means any building, office, vehicle or location, or any part thereof, specifically intended to serve as a place where work is performed by an employee during the course of a workday, including, without limitation, irregular shifts ~~[The term does not include]~~ or state owned or leased parking lots, garages or vehicle depots ~~[unless those areas constitute]~~ The term does not include a location that constitutes an employee’s usual and customary [work site, or locations that serve as both] living quarters [and work sites], except when the living quarters are also used to care for children pursuant to a state program. [or as otherwise] Any exception to this definition must be authorized in writing by the [State] employee’s appointing authority.*

**Sec. 3. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Legal Division of the Legislative Counsel Bureau, defines the term “Sexual conduct” as used in NAC 284.

*New Section “Sexual conduct” defined.*

- 1. Ordinary sexual intercourse;*
- 2. Anal intercourse;*
- 3. Fellatio, cunnilingus or other oral-genital contact;*
- 4. Physical contact by a person with the genitals or pubic area of another person for the purpose of arousing or gratifying the sexual desire of either person.*
- 5. Penetration, however slight, by a person ~~off~~ or an object into the genital or anal opening of the body of another person for the purpose of arousing or gratifying the sexual desire of either person; or*
- 6. Masturbation or the lewd exhibition of genitals.*

**Sec. 4. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:**

<p><b>Explanation of Proposed Change:</b> This amendment, proposed by the Legal Division of the Legislative Counsel Bureau, defines the term “Sexual harassment” as used in NAC 284.</p>
--

*New Section “Sexual harassment” defined.*

*“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other speech, or physical conduct of a sexual nature when:*

- 1. Submission to such speech or conduct is made either explicitly or implicitly a term or condition of a person’s employment;*
- 2. Submission to or the rejection of such speech or conduct by a person is used as the basis for employment decisions affecting that person; or*
- 3. Such speech or conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile or offensive working environment.*

**Sec. 5. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, requires an employee to report his arrest, conviction or plea agreement to a misdemeanor or felony or traffic offense to his appointing authority. The appointing authority shall determine if the arrest, conviction, or plea agreement has any bearing on the employee's employment and if so, may dismiss the employee.

***New Section Report of arrest, conviction, or traffic violation.***

- 1. If an employee has been arrested for or convicted of, or has entered a plea of guilty or nolo contendere to, a criminal offense which is a misdemeanor, gross misdemeanor or felony, including, without limitation, a violation of a traffic law pursuant to chapter 484 of NRS when the driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or specification of class for the position, the employee must report such arrest, conviction or plea to his appointing authority within 5 working days after the arrest, conviction or plea.***
- 2. The appointing authority shall determine whether the continued employment of an employee as the result of an arrest, conviction or plea reported pursuant to subsection 1 has an adverse impact on the State of Nevada.***
- 3. The appointing authority may immediately dismiss an employee if:***
  - (a) The employee fails to make a report required pursuant to subsection 1; or***
  - (b) The appointing authority determines that there is an adverse impact on the State of Nevada for the continued employment of the employee pursuant to subsection 2.***
- 4. The rights and procedures set forth in NAC 284.656 apply to any dismissal made pursuant to this section.***

**Sec. 6. NAC 284.010 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Legal Division of the Legislative Counsel Bureau, incorporates the newly proposed definitions for “Employee Assistance Program,” “Premises of the workplace,” “Sexual conduct,” and “Sexual harassment” into the General Provisions of NAC 284.

**NAC 284.010 Definitions.** (NRS 284.065)

As used in this chapter, unless the context otherwise requires, the words and terms defined in NAC 284.022 to 284.112, inclusive, *and sections 2 to 5, inclusive, of this regulation* have the meanings ascribed to them in those sections.

**Sec. 7. NAC 284.642 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, groups together disciplinary actions related to suspensions and demotions.

**NAC 284.642 Suspensions and Demotions.** (NRS 284.065, 284.155, 284.383, 284.385)

1. If ~~{a written reprimand is not effective}~~ ***other forms of disciplinary or corrective action have proved ineffective***, or if the seriousness of the offense or condition warrants, an employee may be ~~{suspended}~~ :

(a) ***Suspended*** without pay ~~{by the appointing authority}~~ for a period not to exceed 30 calendar days ~~{for any cause or causes listed in NAC 284.650. The rights and procedures contained in NAC 284.656 apply to a suspension ordered pursuant to this section.}~~; ***or***

(b) ***Demoted***  
***for any cause or causes listed in NAC 284.650.***

2. An exempt classified employee may only be suspended without pay in increments of one or more full workweeks.

3. ***The rights and procedures set forth in NAC 284.656 apply to a disciplinary action taken pursuant to this section.***

[Personnel Div., Rule XII § B, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 3-23-94; R147-01, 1-22-2002)

**Sec. 8. NAC 284.646 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, allows for immediate termination for certain offenses committed by an employee. These types of activities compromise the services provided by the State and place the State at an increased risk for legal and monetary claims. An employee dismissed as set forth in this section would be able to appeal the immediate termination and have his concerns heard by a hearings officer.

**NAC 284.646 ~~Demotions and Dismissals~~.** (NRS 284.065, 284.155, 284.383, 284.385)

1. ~~[If other forms of disciplinary or corrective action have proved ineffective or when the seriousness of the offense or condition warrants, the]~~ **The** appointing authority may ~~[demote or dismiss the]~~ **dismiss** an employee for any cause ~~[or causes listed]~~ **set forth** in NAC 284.650 ~~[.]~~ **if:**

(a) *The agency for which the employee is employed has adopted any rules or policies which authorize the dismissal of an employee for such causes; or*

(b) *The seriousness of the offense or condition warrants such dismissal.*

2. *An appointing authority may immediately dismiss an employee for the following causes:*

(a) *Viewing or distributing pornography when not a requirement of the employee's job requirements at the premises of the workplace, including without limitation, viewing or distributing pornography on any computer owned by the state;*

(b) *Unauthorized release or use of confidential information;*

(c) *Participation in sexual conduct on the premises of the workplace, including, without limitation, participation in sexual conduct in a vehicle that is owned by the state;*

(d) *Absence without approved leave for 3 consecutive days in which the employee is scheduled to work;*

(e) *The suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license if the possession of the professional or occupational license, certificate or permit or driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or ~~[specification of class]~~ class specifications for the position, or in other documentation provided to the employee at the time of appointment, or required thereafter pursuant to federal or state law;*

(f) *Threatening another person with a deadly weapon during any time in which the employee is:*

(1) *On the premises of the workplace; or*

(2) *Conducting state business or otherwise performing any duties of employment; or*

(g) *Stealing or misappropriating any property that is owned by the state or located on state property.*

3. The rights and procedures ~~[contained]~~ **set forth** in NAC 284.656 apply to ~~[a disciplinary action taken]~~ **any dismissal made** pursuant to this section.

~~[2. An appointing authority may, in his discretion, reappoint a demoted employee to his former class.]~~

4. *For the purposes of this section, an employee does not view or distribute pornography on a computer owned by the state if such pornography is unintentionally accessed through the use of an Internet or network site or electronic mail.*

5. *For the purposes of this section, an employee has not stolen or misappropriated property if the employee has acted in accordance with any rules or policies adopted by the agency for which the employee is employed.*

[Personnel Div., Rule XII § C, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84)

**Sec. 9. NAC 284.650 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, provides additional categories of serious infractions that are subject to disciplinary action. An appointing authority may, based on the facts of the situation, initiate progressive discipline under this section.

**NAC 284.650 Causes for disciplinary action.** (NRS 284.065, 284.155, 284.383) Appropriate disciplinary or corrective action may be taken for any of the following causes:

1. Activity which is incompatible with an employee's conditions of employment established by law or which violates a provision of NAC 284.653 or 284.738 to 284.771, inclusive.
2. Disgraceful personal conduct which impairs the performance of a job or causes discredit to the agency.
3. The employee of any institution administering a security program, in the considered judgment of the appointing authority, violates or endangers the security of the institution.
4. Discourteous treatment of the public or fellow employees while on duty.
5. Incompetence or inefficiency.
6. Insubordination or willful disobedience.
7. Inexcusable neglect of duty.
8. Fraud in securing appointment.
9. Prohibited political activity.
10. Dishonesty.
11. Abuse, damage to or waste of public equipment, property or supplies because of inexcusable negligence or willful acts.
12. Drug or alcohol abuse as described in NRS 284.4062 and NAC 284.884.
13. Conviction of any criminal act involving moral turpitude.
14. Being under the influence of intoxicants, a controlled substance without a medical doctor's prescription or any other illegally used substances while on duty . ~~{and performing a function that does not involve the operation of a motor vehicle.}~~
15. Unauthorized absence from duty or abuse of leave privileges.
16. Violation of any rule of the Commission.
17. Falsification of any records.
18. Misrepresentation of official capacity or authority.
19. ~~{The suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license if the possession of the professional or occupational license, certificate or permit or driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or specification of class for the position, or in other documentation provided to the employee at the time of appointment, or required thereafter pursuant to federal or state law.~~
- ~~—20.}~~ Violation of any safety rule adopted or enforced by the employee's appointing authority.
- ~~{21.}~~ **20.** Carrying, while on the premises of the workplace, any firearm which is not required for the performance of the employee's current job duties or authorized by his appointing authority. ~~{As used in this subsection, "workplace" means any building, office, or location specifically intended to serve as a place where work is performed by an employee during the course of a workday, including, without limitation, irregular shifts. The term does not include parking lots, garages or vehicle depots, unless those areas constitute an employee's usual and customary work site, or locations that serve as both living quarters and work sites, except when the living quarters are also used to care for children pursuant to a state program or as otherwise authorized by the State.~~

—22.] **21.** Any act of violence which arises out of or in the course of the performance of the employee's duties, including, without limitation, stalking, conduct that is threatening or intimidating, assault or battery.

**26. *Failure to participate in an investigation of alleged discrimination ~~for harassment~~, including, without limitation, an investigation concerning sexual harassment.***

**27. *Failure to participate in an administrative investigation authorized by the employee's appointing authority.***

[Personnel Div., Rule XII § D, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 7-22-87; 12-26-91; 7-1-94; 11-16-95; R031-98, 4-17-98; A by Personnel Comm'n by R065-98, 7-24-98)

**Sec. 10. NAC 284.653 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, allows for disciplinary action when the final charge is not driving under the influence or another offense for which driving under the influence is an element of the charge, e.g., destruction of property, failure to yield.

Additionally, the language in subsection 4 was removed and a new section is recommended to address the requirement for an employee to report the conviction of a misdemeanor or felony to his appointing authority.

**NAC 284.653 Driving under the influence; unlawful acts involving controlled substance.** (NRS 284.065, 284.155, 284.383, 284.385, 284.407)

1. An employee ~~[who]~~ *is subject to any disciplinary action set forth in subsection 2, as determined by the appointing authority, if the employee* is convicted of ~~[driving]~~ *any of the following offenses:*

*(a) If the offense occurred while the employee was driving a state vehicle, or a privately owned vehicle on state business:*

*(1) Driving* under the influence in violation of NRS 484.379 ; or ~~[of~~

*(2) Any offense resulting from an incident in which the employee was:*

*(I) Originally charged with driving under the influence; or*

*(II) Charged with* any other offense for which driving under the influence is an element of the offense . ~~[, and the offense occurred while he was driving a state vehicle, or a privately owned vehicle on state business, or who is convicted of the]~~

*(b) The* unlawful manufacture, distribution, dispensing, possession or use of a controlled substance ~~[at his place of work]~~ *on the premises of the workplace* or on state business . ~~[, is subject to the following disciplinary action as determined by the appointing authority:]~~

2. *An appointing authority may impose the following disciplinary actions if an employee is convicted of an offense set forth in subsection 1:*

(a) For the first offense:

(1) Dismissal;

(2) Demotion, if permitted by the organizational structure of the agency for which he is employed;

(3) Suspension for 30 calendar days; or

(4) Suspension for 30 calendar days and demotion.

(b) For the second offense within 5 years, dismissal.

~~[2.]~~ 3. An employee who is suspended or demoted pursuant to subsection ~~[1]~~ 2 must ~~[agree]:~~

*(a) Agree* to be evaluated through ~~[the]~~ *an* Employee Assistance Program; and ~~[must complete]~~

*(b) Complete* any ~~[rehabilitation]~~ *treatment* program recommended by the ~~[evaluation]~~

*Employee Assistance Program.*

4. If ~~[he]~~ *an employee* fails to complete the ~~[program, he must be dismissed.~~

~~—3.]~~ *[Employee Assistance Program] program of treatment, the appointing authority must dismiss the employee.*

5. Pursuant to NRS 193.105, an employee who is convicted of violating any state or federal law prohibiting the sale of a controlled substance must be dismissed.

~~[4. An employee must report a conviction of any offense described in this section to his appointing authority within 5 working days after it occurs. If he fails to make that report, he must be dismissed.]~~

(Added to NAC by Dep't of Personnel, eff. 7-22-87; A 4-20-90; 3-27-92)

**Sec. 11. NAC 284.771 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Department of Personnel, clarifies that employees may be terminated from employment if they commit sexual harassment even if it is a first time offense.

**NAC 284.771 Sexual harassment.** (NRS 284.065, 284.155)

1. Sexual harassment violates the policy of this State and is a form of unlawful discrimination based on sex under state and federal law. An employee shall not engage in sexual harassment against another employee, an applicant for employment, or any other person in the workplace.

2. Sexual harassment is a very serious disciplinary infraction. An appointing authority may impose harsh disciplinary sanctions on , *dismiss*, persons who commit sexual harassment, ~~{even on}~~ **including, without limitation** first-time offenders. ~~[The appointing authority, in determining the appropriate level of discipline and the hearing officer, in reviewing the propriety of the level of discipline selected by the appointing authority, must consider the principles of progressive discipline as set forth in NRS 284.383.]~~

[3. As used in this section, “sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other speech, or physical conduct of a sexual nature when:

(a) Submission to such speech or conduct is made either explicitly or implicitly a term or condition of a person’s employment;

(b) Submission to or the rejection of such speech or conduct by a person is used as the basis for employment decisions affecting that person; or

(c) Such speech or conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile or offensive working environment.]

(Added to NAC by Dep’t of Personnel, eff. 10-26-84; A 9-16-92; 11-16-95)

**Sec. 12. NAC 284.884 is hereby amended to read as follows:**

**Explanation of Proposed Change:** This amendment, proposed by the Legal Division of the Legislative Counsel Bureau, incorporates the newly proposed section related to reporting of arrests, convictions, and traffic violations.

**NAC 284.884 Maximum allowable concentrations of alcohol in blood or breath of employee; confirmation of positive result on screening test of breath. (NRS 284.065, 284.155, 284.407)**

1. An employee must not have a concentration of alcohol in his blood or breath greater than .01 gram by weight of alcohol per 100 milliliters of his blood or per 210 liters of his breath while on duty. Disciplinary action may be taken by the appointing authority in accordance with the provisions of NAC 284.638 to 284.656, inclusive, *and section 6 of this regulation*, if a screening test indicates that the concentration of alcohol in the blood or breath of the employee is greater than .01 gram by weight of alcohol per 100 milliliters of his blood or per 210 liters of his breath while on duty.

2. A positive result on a screening test of a person's breath must be confirmed by a second screening test. The second screening test must be conducted immediately after receipt of the positive result of the first screening test.

(Added to NAC by Dep't of Personnel, eff. 12-26-91; A by R058-01, 9-6-2001)

TO:

Personnel Commission

FROM:

Jeanne Greene, Director  
Department of Personnel

Refer: August 11, 2006, Agenda

Item: VIII - A

The Department of Personnel has completed an occupational review of the Engineering & Allied occupational group.

It is recommended that the establishment of the following class specification be approved effective July 1, 2007, pending funding by the Legislature:

Engineering Subgroup

*Professional Engineering Specialist, P.E.*

## **Basis for Recommendation**

### *6.231 Professional Engineering Specialist, P.E., Grade 42*

The Nevada Department of Transportation (NDOT) identified a new level of work performed by professional engineers. These positions function as technical experts in an assigned area of specialization such as roadway design, hydraulics, materials or structural design. Their duties require advanced education, knowledge, skills and abilities that enable the incumbents to advise management, engineering professionals and technical staff on contract interpretations and implementation, conceptual design alternatives analyses, and specialized research and analysis. These positions function outside the scope of the Professional Engineer class.

As a result, the Department of Personnel recommends establishment of a new class to recognize the advanced level duties and responsibilities. With the assistance of subject matter experts and through the validation process, we developed knowledge, skills and abilities and minimum qualifications required to perform the specialized duties and responsibilities of the class. This class requires licensure from the Nevada State Board of Professional Engineers and Land Surveyors. The minimum qualifications require a Master's degree in civil engineering or closely related field and licensure as a Professional Engineer which included practical experience relevant to the assignment; OR a Bachelor's degree in civil engineering, completion of 12 units of graduate level coursework relevant to the assignment, licensure as a Professional Engineer, and one year of professional post-licensure civil engineering experience.

It is recommended the new Professional Engineering Specialist, P.E. class be allocated at grade 42, two grades above the Professional Engineer to recognize the advanced technical expertise and research and analysis responsibilities of the class.



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PROFESSIONAL ENGINEERING SPECIALIST, P.E.</b>	<b>42</b>	<b>B</b>	<b>6.231</b>

Professional Engineering Specialists are experienced Professional Engineers (P.E.) who have detailed and in-depth knowledge and expertise that enables them to develop solutions to complex atypical design and/or construction challenges; advise management, engineering professionals and technical staff division/department-wide on contract interpretation, conceptual design alternatives analyses, code interpretation, and specialized research and analysis related to best methods, materials and practices. The preponderance of duties and responsibilities of positions in this class is providing technical expertise for project development, specialized systems and/or functions and advanced research, analysis and problem solving in specialized areas of highway maintenance and construction.

Consult with management regarding solutions and alternatives in specialized areas and on special projects; provide technical expertise in the application of advanced theories, concepts, and processes; research new technologies and processes to solve existing problems; develop innovative approaches to the application and utilization of new and advanced technology; and support management and staff department-wide by providing expertise, research and analysis in specialized engineering areas.

Evaluate specific elements of research conducted by others and determine the applicability to specific design, construction or maintenance projects in Nevada; prepare reports for management defining the issues, evaluation, possible solutions, costs, risks and alternatives on projects that significantly impact the department's mission.

Research and analyze design proposals, specifications, manuals, new technology and new products, and other data to evaluate the feasibility, cost and maintenance requirements of designs or applications; conduct risk analysis based on cost benefit and probability of success or failure in order to quantify the risk associated with each recommended alternative.

Evaluate and interpret code requirements in relation to specific projects and recommend deviations as appropriate to the circumstances; provide technical direction to Professional Engineers and administration on the interpretation of the American Association of State & Highway Transportation Officials (AASHTO) policy and applicable codes; review and make recommendations regarding the AASHTO policies; and develop and recommend design policies and procedures when there are no standard practices.

Act as lead designer on complex or major projects, directing the work assignments of a group of professional engineers; coordinate project activities on major projects with departmental divisions and various private and public agencies to determine and address their requirements.

Participate in public hearings to inform the public and receive comments about upcoming projects related to the area of specialization; participate in preliminary site investigations for complex projects with other division representatives.

Provide technical advice regarding design, construction, or program modifications and structural repairs to management and personnel in other divisions.

Serve on local, regional and national technical committees and serve as the professional technical expert in court and/or litigation cases.

May serve as project lead and oversee the work of others or supervise subordinate staff as assigned.

*Examples of projects and assignments include:*

**Roadway Design Division**

Roadway Design Section: Provide technical direction to Professional Engineers, Landscape Architects and other design staff on the proper interpretation, selection and implementation of design standards relating to roadside design elements; develop department standards for barrier and other roadside element design and product selection using current research in finite element simulation and crash testing.

Prepare designs for new and relocated utility infrastructure planned or impacted by department projects; research applicable utility design standards, clearances, and materials selection for inclusion into department projects.

Provide technical direction to Professional Engineers and Design Division administration on the interpretation of research prepared by the Transportation Research Board, the National Cooperative Highway Research Program and others; review and make recommendations regarding the applicability and department implementation of this research, and develop and recommend design policies and procedures based upon them.

Act as lead designer or technical advisor on complex or major projects involving intricate geometric design, alignment constraints, operational and constructability issues, and synchronization of multi-disciplinary designs.

Evaluate new design-related (roadway geometrics, roadside element selection and safety analysis, cost/benefit analysis) software, technologies, and innovations considering their technical soundness and application to department needs, and develop guidance, standards and specifications for their use and implementation.

Research and analyze the impact of deviations from geometric policy, and prepare geometric design exception reports for concurrence by administration and/or the Federal Highway Administration.

Hydraulics Section: Develop hydrology, hydraulics and water quality technical standards, guidelines, standard plans and specifications; provide technical support to committees; develop and provide technical training in hydrology, hydraulic engineering and water quality for hydraulic engineers; provide technical advice to Professional Engineers based on thorough understanding of hydrologic, hydraulic engineering and water quality theoretical concepts and mathematical principles.

Act as a technical leader for complex, high risk and extraordinary projects such as design of regional flood control facilities, design of dams, and sediment transport studies; oversee and coordinate the work of Professional Engineers; determine applicability and appropriateness of technical procedures; set technical standards and perform quality assurance.

Evaluate new hydrologic and hydraulics computer software, technologies and innovations considering their technical soundness and application to department needs, and develop guidance, standards and specifications for their use.

Develop hydrologic and hydraulic technologies, processes and innovations that warrant deployment within the department and/or nationwide.

Assess current practices in hydrology, hydraulic engineering and water quality; identify research needs and apply for research funding and/or grants; perform or direct the research of high priority issues; develop standards and guidelines based on research results.

**Roadway Design Division** (cont'd)

**Hydraulics Section** (cont'd)

Perform sediment transport studies, numerical modeling, hydraulic modeling of unsteady flow, supercritical channel design, risk analysis, pressure flow modeling, pump station design, advanced hydraulic design of flood control facilities (dams, channels, spillways), advanced hydrologic analysis and modeling and/or river mechanics studies.

**Materials Division**

**Roadbed Design, Geotechnical, Bituminous Operations:** Perform advanced studies in pavement structural design, geotechnical design, and bituminous materials engineering requiring in-depth understanding of theoretical concepts, processes and computer program operations, and related algorithms.

Provide technical leadership for complex projects, research and quality control; evaluate new products and technology; develop technical training program for pavement design and geotechnical engineers.

Provide technical direction regarding interpretation of AASHTO design codes, pavement structural design methods, and bituminous mix design methods; develop and recommend design policies and procedures; review, recommend and coordinate research activities.

Provide technical direction to Professional Engineers on the use of pavement structural design methods and geotechnical, seismic and foundation analysis and design methods and associated software.

Serve as professional technical expert on AASHTO policies, Transportation Research Board (TRB), National Cooperative Highway Research Program (NCHRP), or other national research project committees; evaluate research results to make recommendations regarding implementation to administration.

Perform advanced modeling, analysis, and design evaluations of bituminous mixtures to determine and evaluate performance properties related to rutting resistance, fatigue resistance, thermal cracking resistance, and durability.

Evaluate and recommend tests, properties, analysis methods, design methods, and research projects to evaluate bituminous mixtures; conduct, or act as project manager, on research projects for in-depth evaluation of bituminous mixtures.

Perform advanced modeling (i.e., finite element, mechanistic design) analysis, and design evaluations of pavement structural sections to determine pavement performance or to evaluate existing pavement sections.

**Structural Design Division**

**Bridge Design Section:** Provide technical direction to Professional Engineers on the appropriate method of structural design analysis which may include methods such as linear elastic, grid, finite element, or strut and tie as indicated by the nature and complexity of design issues; and assist with interpretation of the analytical results.

Provide technical advice regarding design, construction, or program modifications and structural repairs to management and personnel in other divisions.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

- \* Any person that is a licensed Professional Engineer in another state must become licensed as a Professional Engineer in Nevada within six months of appointment as a condition of employment.
- \* Positions may require specialized education and experience which will be identified at the time of recruitment.

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in a civil engineering field such as geotechnical, structural, transportation or construction engineering, and licensure as a Professional Engineer which included practical experience relevant to the assignment; **OR** Bachelor's degree from an accredited college or university in civil engineering, completion of 12 units of graduate level coursework relevant to the assignment, licensure as a Professional Engineer, and one year of professional post-licensure civil engineering experience. (*See Special Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** mathematics, calculus and differential equations to formulate and solve civil engineering problems; strength of materials as applied to the area of specialty. **Working knowledge of:** civil engineering principles and practices applicable to the area of specialization; economic analysis; finite element methods; probability and statistical analysis methods and techniques; design methods, applicable codes and associated theory related to the area of specialization; computer applications and the theoretical basis related to the area of specialization; project management methods and their application. **Ability to:** conduct research to develop conclusions and recommendations; organize, analyze and synthesize complex data and issues specific to the area of specialization; analyze and communicate technical ideas and solutions; delegate assignments; demonstrate leadership and project management skills. **Skill in:** making effective oral presentations to internal and external groups and organizations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** computer applications related to the area of specialization. **Working knowledge of:** State laws and regulations pertinent to the engineering assignments. **Ability to:** develop computer programs for solutions to engineering problems.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.231

ESTABLISHED: 7/1/07P  
8/11/06PC

TO: Personnel Commission

FROM: Jeanne Greene, Director  
Department of Personnel

Refer: August 11, 2006, Agenda  
Item: VIII - B

The Department of Personnel has partially completed an occupational review of the Fiscal Management & Staff Services occupational group. The following class specifications reflect revisions of the duty statements, knowledge, skills and abilities, concepts and minimum qualifications.

It is recommended that the changes to these class specifications be approved effective August 11, 2006, with the exception of the State Land Agent series, IT Professional series, and Business Process Analyst series, which will become effective July 1, 2007, pending funding by the Legislature, as follows:

1. Subgroup: Materials Acquisition & Services  
*Buyer series*
2. Subgroup: Property Appraisal, Valuation & Acquisition  
*State Land Agent series*
3. Subgroup: Actuarial/Research/Grants Analysis  
*Transportation Planner/Analyst series*
4. Subgroup: Public Information  
*Publications Editor series*
5. Subgroup: Information Technology
  - a. *IT Manager series*
  - b. *Master IT Professional series*
  - c. *IT Professional series*
  - d. *Business Process Analyst series* (Moving to Administrative & Budget Analysis)
  - e. *IT Technician series*
6. Obsolete Classes to be Abolished
  - a. Information Systems Manager I
  - b. Data Processing Manager II
  - c. Information Systems Specialist series
  - d. Computer Operations Supervisor series
  - e. Computer Systems Programmer series
  - f. Computer Network Specialist series
  - g. Information Security Officer series
  - h. Computer Network Technician Trainee
  - i. Agency/Program Information Specialist series

Fiscal Management and Staff Services Occupational Group Study  
FROM-TO CHART  
Fiscal Impact Effective 7/1/07

CURRENT				PROPOSED				
TITLE CODE	TITLE DESCRIPTION	GRADE	EEO-4	TITLE CODE	TITLE DESCRIPTION	GRADE	EEO-4	EFFECTIVE DATE
SUBGROUP: MATERIALS ACQUISITION & SERVICES								
7.307	Supervisory Buyer	36	B	7.307	Buyer IV	36	B	8/11/06PC
7.308	Buyer II	34	B	7.308	Buyer III	34	B	
7.310	Buyer I	32	B	7.310	Buyer II	32	B	
7.318	Buyer Trainee	30	B	7.318	Buyer I	30	B	
SUBGROUP: PROPERTY APPRAISAL, VALUATION & ACQUISITION								
7.415	Supervisory State Land Agent NEW	36	B	7.415	State Land Agent IV	39	B	7/1/07P
				7.414	State Land Agent III	36	B	
7.416	State Land Agent II	34	B	7.416	State Land Agent II	34	B	
7.417	State Land Agent I	32	B	7.417	State Land Agent I	32	B	
SUBGROUP: ACTUARIAL/RESEARCH/GRANTS ANALYSIS								
7.705	Transportation Planner/Analyst IV	41	A	7.705	Transportation Planner/Analyst IV	41	A	8/11/06PC
7.720	Transportation Planner/Analyst III	38	B	7.720	Transportation Planner/Analyst III	38	B	
7.729	Transportation Planner/Analyst II	36	B	7.729	Transportation Planner/Analyst II	36	B	
7.731	Transportation Planner/Analyst I	34	B	7.731	Transportation Planner/Analyst I	34	B	
7.733	Transportation Planner/Analyst Trainee	31	B	7.733	Transportation Planner/Analyst Trainee	31	B	
SUBGROUP: PUBLIC INFORMATION								
7.849	Publications Editor II	33	B	7.849	Publications Editor II	33	B	8/11/06PC
7.830	Publications Editor I	31	B	7.830	Publications Editor I	31	B	
SUBGROUP: INFORMATION TECHNOLOGY								
7.901	Information Systems Manager III	44	A	7.901	Chief IT Manager	44	A	8/11/06PC
7.903	Data Processing Manager II	44	A					
7.936	Chief Information Security Officer	44	A					
7.902	Information Systems Manager II	43	A	7.902	IT Manager III	43	A	
7.937	Information Security Officer III	43	A					
7.906	Data Processing Manager I	42	A	7.906	IT Manager II	42	A	
7.905	Information Systems Manager I	41	A	7.904	IT Manager I	41	A	
7.904	Computer Operations Manager	41	A					

Fiscal Management and Staff Services Occupational Group Study  
FROM-TO CHART  
Fiscal Impact Effective 7/1/07

CURRENT				PROPOSED				
TITLE CODE	TITLE DESCRIPTION	GRADE	EEO-4	TITLE CODE	TITLE DESCRIPTION	GRADE	EEO-4	EFFECTIVE DATE
7.909	Master Information Specialist II	43	B	7.909	Master IT Professional II	43	B	8/11/06PC
7.910	Master Information Specialist I	41	B	7.910	Master IT Professional I	41	B	
7.914	Computer Systems Programmer IV	41	A	7.921	IT Professional IV	41	B	7/1/07P
7.921	Database Administrator IV	41	A					
7.938	Information Security Officer II	41	B					
7.911	Information Systems Specialist IV	41	B					
7.916	Computer Network Specialist III	40	B					
7.912	Computer Operations Supervisor III	39	B	7.925	IT Professional III	39	B	7/1/07P
7.915	Computer Systems Programmer III	39	B					
7.925	Database Administrator III	39	B					
7.939	Information Security Officer I	39	B					
7.913	Information Systems Specialist III	39	B					
7.918	Computer Network Specialist II	38	B					
7.920	Computer Operations Supervisor II	37	B	7.926	IT Professional II	37	B	7/1/07P
7.923	Computer Systems Programmer II	37	B					
7.926	Database Administrator II	37	B					
7.924	Information Systems Specialist II	37	B					
7.919	Computer Network Specialist I	36	B					
7.932	Computer Systems Programmer I	34	B	7.929	IT Professional I	34	B	7/1/07P
7.929	Database Administrator I	34	B					
7.933	Information Systems Specialist I	34	B					
7.934	Computer Operations Supervisor I	34	B					
7.951	Computer Information Systems Trainee	31	B	7.951	IT Professional Trainee	31	B	7/1/07P
7.927	Computer Network Technician III	37	C	7.927	IT Technician Supervisor	37	C	8/11/06PC
7.928	Computer Network Technician II	35	C	7.928	IT Technician VI	35	C	
7.931	Computer Network Technician I	33	C	7.931	IT Technician V	33	C	
7.935	Computer Systems Technician IV	31	C	7.935	IT Technician IV	31	C	
7.940	Computer Systems Technician III	29	F	7.940	IT Technician III	29	F	
7.941	Computer Systems Technician II	27	F	7.941	IT Technician II	27	F	
7.957	Computer Systems Technician I	25	F	7.957	IT Technician I	25	F	
7.943	Computer Systems Technician Trainee	23	F	7.943	IT Technician Trainee	23	F	

Fiscal Management and Staff Services Occupational Group Study  
FROM-TO CHART  
Fiscal Impact Effective 7/1/07

CURRENT				PROPOSED				
TITLE CODE	TITLE DESCRIPTION	GRADE	EEO-4	TITLE CODE	TITLE DESCRIPTION	GRADE	EEO-4	EFFECTIVE DATE
CLASSES MOVING TO ANOTHER SUB-GROUP								
ELECTRONIC DATA PROCESSING SUB-GROUP				ADMINISTRATIVE & BUDGET ANALYSIS SUB-GROUP				7/1/07P
7.950	Agency/Program Information Specialist III	38	B	7.655	Business Process Analyst III	38	B	
7.952	Agency/Program Information Specialist II	36	B	7.656	Business Process Analyst II	36	B	
7.956	Agency/Program Information Specialist I	34	B	7.657	Business Process Analyst I	34	B	
OBSOLETE CLASSES RECOMMENDED FOR ABOLISHMENT								
7.905	Information Systems Manager I	41	A	ABOLISH				7/1/07P
7.903	Data Processing Manager II	44	A					
7.911	Information Systems Specialist IV	41	B					
7.913	Information Systems Specialist III	39	B					
7.924	Information Systems Specialist II	37	B					
7.933	Information Systems Specialist I	34	B					
7.912	Computer Operations Supervisor III	39	B					
7.920	Computer Operations Supervisor II	37	B					
7.934	Computer Operations Supervisor I	34	B					
7.914	Computer Systems Programmer IV	41	A					
7.915	Computer Systems Programmer III	39	B					
7.923	Computer Systems Programmer II	37	B					
7.932	Computer Systems Programmer I	34	B					
7.916	Computer Network Specialist III	40	B					
7.918	Computer Network Specialist II	38	B					
7.919	Computer Network Specialist I	36	B					
7.936	Chief Information Security Officer	44	A					
7.937	Information Security Officer III	43	A					
7.938	Information Security Officer II	41	B					
7.939	Information Security Officer I	39	B					
7.944	Computer Network Technician Trainee	31	C					
7.950	Agency/Program Information Specialist III	38	B					
7.952	Agency/Program Information Specialist II	36	B					
7.956	Agency/Program Information Specialist I	34	B					

## **Basis for Recommendation**

### **1. Subgroup: Materials Acquisition & Services**

#### **7.307 Buyer series**

The Buyer series was last revised in 1992, but very few changes have occurred since then and only minor revisions to the series and class concepts were necessary. The titles used to designate levels were changed to Roman numerals for consistency in the State's classification plan. Knowledge, skills and abilities, which are most critical to successful job performance, have been revised to better reflect current duties. This body of knowledge has always been necessary but was not fully described in the existing class specification. The minimum qualifications were modified to align with other professional series in this occupational group.

Buyers are responsible for procuring goods, products, financing and services required by State agencies and political subdivisions. Incumbents formulate bid specifications, develop bid evaluation criteria, solicit written bids, proposals and competitive quotations, administer contracts and monitor vendor performance.

*7.307 Buyer IV, Grade 36:* Under general direction, incumbents are first-line supervisors of professional and technical purchasing staff.

*7.308 Buyer III, Grade 34:* Under limited supervision, incumbents perform more specialized and complex purchasing duties involving high-dollar procurement of equipment, materials, supplies and specialized services. This is the advanced journey level in the series.

*7.310 Buyer II, Grade 32:* Under general supervision, incumbents perform the full range of duties described above. This is the journey level in the series.

*7.318 Buyer I, Grade 30:* Under close supervision, incumbents learn to perform purchasing duties as described above in a training capacity. Progression to the next level may occur upon meeting minimum qualifications and with the recommendation of the appointing authority.

### **2. Subgroup: Property Appraisal, Valuation & Acquisition**

#### **7.415 State Land Agent series**

The State Land Agent series has experienced significant change since the last occupational study conducted in 1992 by Ernst and Young. Currently, the State Land Agent I class is either a trainee or works on narrowly focused projects below the journey level. There are no longer fully trained positions that work below the journey level; therefore, we recommend the entry level be revised to describe a training level only.

At the time of the last occupational study, journey level agents assisted in all aspects of State land negotiations, acquisitions and disposal. Now, because of the tremendous growth of our State and the need to identify and secure State and capital improvement projects in rapidly growing communities, a greater number of complex land, mineral, water and water rights acquisitions and transfers are being negotiated. As a result, journey level positions are now

required to function independently in two or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal and disposal.

In addition, several positions are functioning at an advanced journey level. These positions are assigned the most complex and politically sensitive projects often monitored closely by the Governor's Office, elected officials and the Legislature as well as receiving intense public scrutiny. These positions also act as project managers with oversight and responsibility for negotiating with planners, engineers, surveyors, utilities, developers and public agencies; develop and monitor consultant contracts; and develop and meet project timelines. These projects involve collaboration and negotiations between several public and private entities and/or sovereign nations. Incumbents also manage title aspects (acquisition, easements, facility expansion) of State property for large State agencies such as the Departments of Corrections, Public Safety, and Motor Vehicles, and assist these agencies in forecasting and determining their future land and building needs; lead negotiations on complex acquisitions for expansion of State facilities and coordinate with the State Public Works Board for locating land for capital improvement projects.

Incumbents act as lead agents and train and assist lower level agents on project issues and review work as needed. It is recommended the advanced journey level be allocated at grade 36, two grades above the journey level, grade 34. Allocation to grade 36 appropriately aligns the State Land Agent III with the advanced journey level Right-of-Way Agent III, grade 36, also in the Property Appraisal, Valuation and Acquisition occupational subgroup.

The Supervisory State Land Agent has experienced increased complexity due to the greater number of complex and politically sensitive projects reviewed, the increased impact of error with intense collaborations between public and private agencies, and increased supervisory responsibility. It is recommended the supervisory level be retitled to State Land Agent IV and allocated at grade 39 to align with the Right-of-Way Supervisor, also grade 39.

With the assistance of subject matter experts, the knowledge, skills and abilities (KSA's) were expanded to better describe additional KSA's required to perform at the journey, advanced journey and supervisory levels. The minimum qualifications were also revised to reflect the requirement for professional experience in public lands, property appraisal, real estate, or property management or development or closely related experience.

*7.415 State Land Agent IV, Grade 39:* Under general direction, incumbents plan, organize and direct property management, acquisition and disposal functions; supervise subordinate State Land Agents and assigned technical and/or support staff; train, assign and review projects to ensure work is performed according to standards and regulations; and provide expertise and guidance on complex and sensitive issues. This is the supervisory level in the series.

*7.414 State Land Agent III, Grade 36:* Under limited supervision, incumbents are assigned the most complex and controversial projects with intense public and political scrutiny, and leadworker responsibility for lower level State Land Agents including training, advising, and reviewing work. State Land Agent III's manage projects with responsibility for collaboration with multiple public and private entities and disciplines, and transactions with

potentially serious impact to the State; manage title aspects (acquisition, easements, facility expansion) of State property for large State agencies such as the Departments of Corrections, Public Safety, and Motor Vehicles, and assist these agencies in forecasting and determining their future land and building needs; lead negotiations on highly complex acquisitions for expansion of State facilities and coordinate with the Public Works Board on locating land for capital improvement projects.

This is the advanced journey level and is distinguished from the journey level by a preponderance of complex/controversial assignments, leadworker responsibility, and independent work assignments in three or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal or property disposal.

*7.416 State Land Agent II, Grade 34:* Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level and function in two or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal or property disposal.

*7.417 State Land Agent I, Grade 32:* Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Work is assigned and reviewed for technical accuracy. This class represents the trainee level and progression to the journey level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

### 3. Subgroup: Actuarial/Research/Grants Analysis

#### 7.705 Transportation Planner/Analyst series

With input from subject matter experts, only minor changes were made to the Transportation Planner/Analyst series concept and the knowledge, skills and abilities. The class concept for the Transportation Planner/Analyst III has been expanded to more clearly distinguish work performed at this level from the lower level classes.

Transportation Planner/Analysts participate in transportation system analysis, planning, and research programs or projects and/or related functional areas as mandated by and within the guidelines of federal and State authorities.

*7.705 Transportation Planner/Analyst IV, Grade 41:* Under general direction, incumbents manage a research or planning division within the Department of Transportation by establishing program area policies and procedures, and developing and monitoring the budget. They direct and evaluate the activities of subordinate supervisors and lower level Transportation Planner/Analysts in carrying out the administration of State and federally mandated programs.

*7.720 Transportation Planner/Analyst III, Grade 38:* Under limited supervision, incumbents have full supervisory responsibility for lower level staff and two or more major program areas such as Planning Management, Roadway Inventory, Statewide Continuous Counts,

Statewide Long Range Plan, and Project Evaluation; and may assist in the development of program budgets.

*7.729 Transportation Planner/Analyst II, Grade 36:* Under general supervision, incumbents have leadworker responsibility in overseeing transportation system analysis and research or planning functions of one or more assigned programs or work unit.

*7.731 Transportation Planner/Analyst I, Grade 34:* Under general supervision, incumbents conduct research and planning activities according to a specific program's requirements. Incumbents report to a higher-level Transportation Planner/Analyst and may supervise Transportation Technicians in the performance of work activities. This is the journey level in the series.

*7.733 Transportation Planner/Analyst Trainee, Grade 31:* Under close supervision, incumbents receive training in performing the duties described above. This is the entry level in the series and incumbents may progress to the Transportation Planner/Analyst I upon meeting the minimum qualifications and with the approval of the appointing authority.

4. Subgroup: Public Information

7.849 Publications Editor series

The Department of Personnel recommends minor changes to the Publications Editor series. Our department worked with subject matter experts to revise and update the Publications Editor I and II classes to reflect current duties, processes and new technology.

Technology also impacted the knowledge, skills and abilities. Through the validation process, the KSA's were updated to include page layout software and computer skills. These skills are reflected in the minimum qualifications at the Publications Editor II level with the requirement that one year of the experience must have included working with page layout software. The addition of computer skills does not affect the grade level as these skills are frequently required of lower level classes.

*7.849 Publications Editor II, Grade 33:* Under direction, incumbents perform the full range of duties in the series concept for books or other complex publications such as scientific or professional journals. This level is distinguished from the journey level by participation in evaluation and selection of manuscripts for publication, often requiring interaction with professional reviewers; extensive rewriting; and work with academic manuscripts requiring specialized knowledge of a particular discipline and/or the ability to comprehend and evaluate material from several disciplines.

*7.830 Publications Editor I, Grade 31:* Under direction, incumbents perform the full range of duties in the series concept at the journey level. Incumbents typically work on magazines, brochures, catalogs, newsletters, internal communications and other materials.

5. Subgroup: Information Technology

Information Technology (IT) has become an industry standard title and better reflects the nature of this subgroup than the previous title, Electronic Data Processing. As a result, the subgroup and class titles have been retitled IT.

a. IT Manager series

The IT Manager series consolidates the Information Systems Manager series, Data Processing Manager series, the Computer Operations Manager class, and the management levels of the Information Security Officer series. The duty statements and knowledge, skills, and abilities were updated to reflect current technology and terminology. Class concepts were developed to distinguish levels in the series based on responsibility, supervision provided, and other factors pertinent to the scope and complexity of the IT initiatives managed. In addition, benchmark descriptions were provided at each level to show examples of typical assignments.

IT Managers are responsible for planning, organizing, directing, and controlling the IT activities in one or more IT specialty areas of the State, a department, or a division.

*7.901 Chief IT Manager, Grade 44:* Under general administrative direction, incumbents perform IT managerial duties and interact with internal and external management levels as well as executives and officials to negotiate solutions to major or controversial issues within policy guidelines. Incumbents supervise a staff of lower level IT Managers and IT professionals on a regular and recurring basis and IT Technicians and support staff as required. Incumbents perform one of the following roles:

- 1) Incumbents direct and manage IT functions for a department or division with direct responsibility for an annual IT operation and maintenance budget and development projects' funds. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with a critical level of financial risk, critical level of legal or physical risk, and at least high positive or negative consequences to State government and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a high negative effect on the populace the initiative is intended to serve; or
- 2) The incumbent works under the direction of the Nevada State Chief Information Officer (CIO) and manages the State's information security program. The incumbent provides co-leadership to the State Security Committee in planning, developing, and implementing information security initiatives at the statewide level; or
- 3) Incumbents work under the direction of the director or executive of an agency that is excluded from Department of Information Technology oversight as established in NRS 242.111 and manage the agency's information security program. Incumbents provide co-leadership to the State Security Committee in planning, developing, and implementing information security initiatives at the statewide/multi-agency/agency level.

*7.902 IT Manager III, Grade 43:* Under administrative direction, incumbents perform IT managerial duties and interact with internal and external management levels as well as executives and officials to solve problems involving conflict or controversy requiring

interpretation/application of policy. Incumbents supervise a staff of IT professionals on a regular and recurring basis and lower level IT Managers, IT Technicians, and support staff as required. Subordinates may include Master IT Professional II's. Incumbents perform one of the following roles:

- 1) Incumbents direct and manage IT functions within or for a department or division with direct or indirect responsibility for an annual IT operation and maintenance budget or funds on a regular and recurring basis and development projects' funds as required. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with a critical level of financial risk, at least high level of legal or physical risk, and at least high positive or negative consequences to State government and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a significant negative effect on the populace the initiative is intended to serve; or
- 2) Incumbents work under the direction of a Chief IT Manager or director of a large department, and manage the department's information security program. Positions at this level are wholly dedicated to information security. Incumbents maintain departmental adherence to security policies and must serve as the department's representative on the State Security Committee.

*7.906 IT Manager II, Grade 42:* Under general direction, incumbents perform IT managerial duties and interact with internal management levels or external peers and higher supervisory levels to solve problems involving conflict or controversy requiring interpretation/application of policy. Incumbents supervise a staff of IT professionals on a regular and recurring basis and lower level IT Managers, IT Technicians, and support staff as required. Subordinates may include Master IT Professional II's.

Incumbents direct and manage IT functions within or for a department or division with direct or indirect responsibility for an annual IT operation and maintenance budget or funds on a regular and recurring basis and developmental projects' funds as required. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with at least a high level of financial risk, at least a high level of legal or physical risk, and at least significant positive or negative consequences to State departments and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a significant negative effect on the populace the initiative is intended to serve.

*7.904 IT Manager I, Grade 41:* Under limited supervision, incumbents perform IT managerial duties and interact with others at similar levels or external peers and higher supervisory levels for the purpose of answering questions requiring explanations or interpretations of standard procedures and solving problems involving some conflict and requiring interpretation/application of policy. Incumbents supervise a staff of IT professionals on a regular and recurring basis and IT Technicians and support staff as required. Subordinates may include IT Professional IV's or Master IT Professionals.

Incumbents direct and manage IT functions within or for a department or division with direct or indirect responsibility for an annual IT operation and maintenance budget or funds on a regular and recurring basis and developmental projects' funds as required.

Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with at least a significant level of financial risk, at least a significant level of legal or physical risk, and at least moderate positive or negative consequences to State departments and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a significant negative effect on the populace the initiative is intended to serve.

b. Master IT Professional series

The Master Information Specialist series has been updated to reflect current technology and terminology. It is recommended that the series be retitled to Master IT Professional for consistency within the occupational subgroup.

Master IT Professionals provide the highest level of professional IT expertise in an agency in one or more functional areas such as information systems project management, quality assurance, database administration, network administration, systems administration, applications analysis and development, or information security.

*7.909 Master IT Professional II, Grade 43:* Incumbents are technical experts in a specific IT area in which they have received the highest level of specialized training and certification from a nationally recognized/accredited organization. This training enables them to provide technical expertise beyond that which is provided by an IT Professional IV or III. Incumbents report to a manager or supervisor who may be at the same or lower grade level.

Incumbents provide the highest level of technical expertise in a specific IT area in an agency and receive no technical supervision. The incumbent's supervisor or co-workers have limited or no knowledge or experience in the area for which the incumbent has been certified.

Positions allocated to this class perform duties and assignments of a broad scope and critical nature, and the loss of the incumbent would have a critical adverse impact on the agency's operations, activities, and services if assigned duties and projects were unsuccessful. Failure typically has statewide effects. The agency considers the incumbent's job duties to be critical to continued service to users or project success.

*7.910 Master IT Professional I, Grade 41:* Incumbents are technical experts in a specific IT area in which they have received the highest level of specialized training and certification from a nationally recognized/accredited organization. This training enables them to provide technical expertise beyond that which is provided by an IT Professional IV or III. Incumbents report to a manager or supervisor who may be at the same or lower grade level.

Incumbents provide technical expertise in a specific IT area in an agency and receive limited technical supervision. The incumbent's supervisor or co-workers possess some knowledge or experience in the area for which the incumbent is certified.

Positions allocated to this class perform duties and assignments of a broad scope and high criticality, and the loss of the incumbent would have a high adverse impact on the agency's operations, activities, and services if assigned duties and projects were unsuccessful. Failure could have statewide effects. The agency considers the incumbent's job duties to be critical; however, others are qualified to perform the incumbent's duties should need arise. Other projects or systems would suffer considerably should it become necessary to reassign staff to perform the incumbent's duties.

c. IT Professional series

The IT Professional series consolidates the Computer Operations Supervisor classes, Computer Systems Programmer series, Computer Network Specialist series, Database Administrator series, Information Systems Specialist series, professional levels of the Information Security Officer series, and the Computer Information Systems Trainee class. The duty statements and knowledge, skills, and abilities were updated to reflect current technology and terminology. The class concepts were updated prior to incorporation to this series and are listed separately for each specialty.

IT Professionals analyze, develop, implement, maintain, and modify computer operations, systems, networks, databases, applications, and/or information security.

Positions in this series focus on one of the specialization areas indicated below; or perform a combination of duties in two or more areas; or function as generalists.

Specialty Areas

- Computer Operations (currently Computer Operations Supervisor)
- Systems Administration (currently Computer Systems Programmer)
- Network Administration (currently Computer Network Specialist)
- Database Administration (currently Database Administrator)
- Applications Analysis and Development (currently Information Systems Specialist)
- Information Security (currently Information Security Officer)

Incumbents may perform duties associated with one or more IT specialty areas within the same class level, depending on the needs of the agency. This will give agencies flexibility in responding to business needs, assigning work to IT staff, and aid in retention of incumbents by providing them with opportunities to learn new skills.

When the last occupational study of this group was conducted, networks were fairly simplistic. In recent years, network administration has increased in complexity due to increases of the following: security demands of Internet facing applications and services, usage of distributed applications and related diagnostics, agency dependence on information, and data paths and network load balancing. In recognition of the additional complexity, it is recommended the Computer Network Specialist classes be increased by one grade level each to grades 41, 39, and 37 to align with the other IT specialty areas within the IT Professional series.

*7.921 IT Professional IV, Grade 41:* Under administrative direction, incumbents perform supervisory duties and manage projects of varying size, scope, and impact to agency operations to include serving as the project leader; planning, organizing, and directing project activities; resolving design conflicts; data administration; resource allocation; contract negotiation; timeline development; critical path tracking; justifying the need for additional resources; and coordination with other work units within and outside the organization as assigned. Non-supervisory positions must spend the preponderance of their time performing the most advanced professional work in project management and oversight or technology planning and consultation. Subordinates may include Master IT

Professionals. Positions in the Information Security area function at the advanced journey level and may also perform supervisory duties.

#### Specialty Areas

- Systems Administration
- Network Administration
- Database Administration
- Applications Analysis and Development
- Information Security

These specialty areas are further defined using separate concepts, knowledge, skills, and abilities.

*7.925 IT Professional III, Grade 39:* Under general direction, incumbents perform advanced journey level duties and may train, supervise, and evaluate the performance of subordinate staff and/or serve as a project leader as assigned. Incumbents may function as a unit leader to include directing the activities of a branch IT support unit, overseeing projects of limited scope, and coordinating activities with other work groups. This is a supervisory level for Computer Operations and the journey level for Information Security positions.

#### Specialty Areas

- Computer Operations
- Systems Administration
- Network Administration
- Database Administration
- Applications Analysis and Development
- Information Security

These specialties are further defined using separate concepts, knowledge, skills, and abilities.

*7.926 IT Professional II, Grade 37:* Under general supervision, incumbents perform journey level duties and may serve as a leadworker to lower level IT staff as assigned. This is a supervisory level for Computer Operations positions.

#### Specialty Areas

- Computer Operations
- Systems Administration
- Network Administration
- Database Administration
- Applications Analysis and Development

These specialties are further defined using separate concepts, knowledge, skills, and abilities.

*7.929 IT Professional I, Grade 34:* Under general supervision, incumbents perform duties as continuing trainees. This is a supervisory level for Computer Operations positions.

Specialty Areas

- Computer Operations
- Systems Administration
- Network Administration
- Database Administration
- Applications Analysis and Development

These specialties are further defined using separate concepts, knowledge, skills, and abilities.

*7.951 IT Professional Trainee, Grade 31:* Under close supervision of a higher-level IT Professional, incumbents acquire the requisite knowledge, skills, and abilities and gain experience in a specialized information technology area such as systems administration, network administration, database administration, or applications analysis and development. Incumbents perform a variety of IT-related duties as trainees. Progression to the next level in the series may occur upon meeting minimum qualifications and with the approval of the appointing authority.

d. Business Process Analyst series

The Agency/Program Information Specialist series has been revised and retitled to better reflect the nature of these positions. Based upon the analytical nature of work and the knowledge and experience requirements being oriented more towards business processes than information technology, it is recommended that this series be moved to the Administrative & Budget Analysis subgroup within the Fiscal Management & Staff Services occupational group.

Business Process Analysts apply an in-depth knowledge of the agency's program areas to define and implement a solution to a given problem that requires an individually tailored response for end-user requirements.

*7.655 Business Process Analyst III, Grade 38:* Under general direction, incumbents train, supervise, and evaluate the performance of subordinate staff and may serve as project leaders with responsibility for defining and managing the project scope and objectives. Non-supervisory positions allocated to this level receive minimal or no technical supervision within their department.

*7.656 Business Process Analyst II, Grade 36:* Under limited supervision, incumbents perform the full range of journey level duties described in the series concept. Incumbents may serve as a leadworker as assigned.

*7.657 Business Process Analyst I, Grade 34:* Under general supervision, incumbents receive training in the duties described in the series concept or may be permanently allocated below the journey level.

e. IT Technician series

The IT Technician series consolidates the Computer Network Technician series and the Computer Systems Technician series. The duty statements and knowledge, skills, and abilities were updated to reflect current technology and terminology. The class concepts were updated prior to incorporation to this series and are listed separately for each specialty. Help desk support and mainframe and server operations technicians, who typically progress to computer operations supervisors, will benefit from an additional career progression option to work with networks.

IT Technicians install, configure, monitor, and maintain networks and monitor and maintain help desk user support or mainframe and server operations.

Positions in this series function in one of the following IT specialty areas:

- Help Desk Support (currently Computer Systems Technician)
- Mainframe and Server Operations (currently Computer Systems Technician)
- Network Operations and Support (currently Computer Network Technician)

These IT specialty areas allow incumbents to perform duties associated with other IT specialty areas within the same class level depending on the needs of the agency. This will give agencies flexibility in assigning duties to their IT staff.

*7.927 IT Technician Supervisor, Grade 37, Network Operations and Support:* Under general direction, incumbents train, supervise, and evaluate the performance of a team of at least three subordinate IT Technician V's and/or VI's who install, maintain, and repair workstations connected to a local area network (LAN). In addition, incumbents may be required to supervise IT Technician IV's, III's, II's, I's, and/or Trainees. Incumbents manage day-to-day operations of the work unit; assign and review work; prioritize and schedule assignments; and ensure completed work meets or exceeds agency policy and procedure requirements and industry standards. Incumbents confer with higher level IT staff to develop work plans and strategies, determine priorities, and provide information concerning user issues, needs, and problems.

*7.928 IT Technician VI, Grade 35, Network Operations and Support:* Under limited supervision, incumbents install and repair workstation hardware and software on a LAN, troubleshoot hardware and software problems both on-site and at remote locations, consult with management to determine automation requirements, test hardware and evaluate software licensing options, and make recommendations in relation to identified needs. Incumbents assist in planning and installing network infrastructure, conduct routine analysis of network hardware and software, and provide for data security and recovery as required. Incumbents in this class may supervise lower level technicians or serve as a team leader, but this does not, by itself, constitute justification for allocation to the higher level. This is the advanced journey level for network operations and support.

*7.931 IT Technician V, Grade 33, Network Operations and Support:* Under general supervision, incumbents provide network support for work group business functions, enable data transfer, peripheral sharing, and applications sharing within the work group to include wireless transport methods. Duties are performed in accordance with established

standards for hardware, software, and work group functionality. This is the journey level for network operations and support.

*7.935 IT Technician IV, Grade 31:* Under limited supervision, incumbents perform advanced journey level duties and may serve as a project leader or leadworker and provide training to IT Technicians at the same level or lower. For Network Operations and Support positions, this level may be used as either a trainee for the next level in the series, or positions may be permanently allocated below the journey level.

#### Specialty Areas

- Help Desk Support
- Mainframe and Server Operations
- Network Operations and Support

These specialties are further defined using separate concepts, knowledge, skills, and abilities.

*7.940 IT Technician III, Grade 29:* Under limited supervision, incumbents may serve as a leadworker to lower level IT Technicians. Typical tasks include performing routine maintenance and identifying backup media problems. This is the journey level in a large department.

#### Specialty Areas

- Help Desk Support - Incumbents independently resolve many users' PC issues including email and applications problems and record calls using the help desk application. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; use utilities to check for network connectivity; and establish user rights.
- Mainframe and Server Operations - Incumbents independently resolve many mainframe or server issues by monitoring batch production jobs, output, and printers. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; use utilities to monitor the availability of databases; identify problems; use documentation to run processes; check backup media for problems; and assist system administrators with special jobs.

These specialties are further defined using separate concepts, knowledge, skills, and abilities.

*7.941 IT Technician II, Grade 27:* Under general supervision, incumbents perform journey level duties.

#### Specialty Areas

- Help Desk Support - Incumbents identify and decide how to resolve problems themselves or through appropriate referral; record calls using the help desk application; write work orders as used for change/problem management and resolve routine issues; change backup media; unlock accounts; reset passwords; and follow agency security and access procedures.

- Mainframe and Server Operations - Incumbents identify and decide how to resolve problems themselves or through appropriate referral; print reports and resolve routine issues; use display commands; change backup media; follow established procedures; lookup error codes; and follow agency security and access procedures.

These specialties are further defined using separate concepts, knowledge, skills, and abilities.

*7.957 IT Technician I, Grade 25:* Under close supervision, incumbents perform IT technical work in help desk support or mainframe and server operations. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; monitor devices; set up basic jobs as required; use basic job control language and scheduling as required; take calls and log messages as required; maintain routine logs; replace backup media; and routinely consult manuals and procedures.

*7.943 IT Technician Trainee, Grade 23:* Under close supervision, incumbents receive training in the performance of many of the duties described in the series concept in help desk support or mainframe and server operations. Progression to the next level in the series may occur upon meeting minimum qualifications and with the approval of the appointing authority.

## 6. Obsolete Classes to be Abolished

It is recommended that obsolete class specifications be abolished effective July 1, 2007, as follows:

7.905 Information Systems Manager I  
 7.903 Data Processing Manager II  
 7.911 Information Systems Specialist IV  
 7.913 Information Systems Specialist III  
 7.924 Information Systems Specialist II  
 7.933 Information Systems Specialist I  
 7.912 Computer Operations Supervisor III  
 7.920 Computer Operations Supervisor II  
 7.934 Computer Operations Supervisor I  
 7.914 Computer Systems Programmer IV  
 7.915 Computer Systems Programmer III  
 7.923 Computer Systems Programmer II  
 7.932 Computer Systems Programmer I  
 7.916 Computer Network Specialist III  
 7.918 Computer Network Specialist II  
 7.919 Computer Network Specialist I  
 7.936 Chief Information Security Officer  
 7.937 Information Security Officer III  
 7.938 Information Security Officer II  
 7.939 Information Security Officer I  
 7.944 Computer Network Technician Trainee

- 7.950 Agency/Program Information Specialist III
- 7.952 Agency/Program Information Specialist II
- 7.956 Agency/Program Information Specialist I

Fiscal Mgmt & Staff Rec 08-11-06PC.doc  
7/27/06



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>BUYER IV</b>	<b>36</b>	<b>B</b>	<b>7.307</b>
<b>BUYER III</b>	<b>34</b>	<b>B</b>	<b>7.308</b>
<b>BUYER II</b>	<b>32</b>	<b>B</b>	<b>7.310</b>
<b>BUYER I</b>	<b>30</b>	<b>B</b>	<b>7.318</b>

### SERIES CONCEPT

Buyers complete and oversee a variety of professional assignments to provide services for the purchase of goods, products, financing and services required by State agencies and political subdivisions. Work is performed by reviewing and editing bid specifications, developing selection criteria and vendor requirements, and selecting terms and conditions for bid packages to ensure protection of the State's interest.

Formulate bid specifications and develop bid evaluation criteria; solicit written bids, proposals and competitive quotations; schedule bid openings, forecast delivery lead times, and evaluate responses on a cost/benefit or cost/performance basis; negotiate and award items, and develop and authorize contracts to the appropriate bidder.

Administer contracts to ensure compliance with terms and conditions including pricing and analysis of contract use and spend patterns; expedite purchase orders including contacting the vendor, requesting delivery information, explaining delivery needs and pursuing alternative delivery options if necessary.

Communicate with representatives from other departments/agencies to discuss needs or problems experienced with items purchased and to provide product information.

Monitor vendor performance and the quality of goods and services purchased to ensure continued compliance with contract specifications; negotiate freight claims and work with vendors to remedy discrepancies and/or modify or cancel contract if necessary.

Work with vendor representatives and others to discuss products and/or services and to provide information regarding applicable procurement policies and requirements.

Study market trends and product performance to follow technological developments and changes in business practices, product features and capabilities; review literature; confer with vendors, manufacturers and end-users; maintain reference library and attend tradeshow and product demonstrations.

Maintain records and prepare reports and correspondence related to purchasing assignments.

Perform related duties as assigned.

\*\*\*\*\*

### CLASS CONCEPTS

**Buyer IV:** Under general direction, incumbents are first-line supervisors of professional and technical purchasing staff. Supervisory responsibilities include training, establishing work performance standards, assigning and reviewing work, and evaluating performance. Assignments generally involve the exercise of independence and discretionary judgment in the development and management of purchasing contracts. Incumbents in Nevada State Purchasing may be required to provide expert testimony to the Legislature, and review and approve sole source purchases to ensure compliance with applicable regulations, policies and laws.

<b>BUYER IV</b>	<b>36</b>	<b>B</b>	<b>7.307</b>
<b>BUYER III</b>	<b>34</b>	<b>B</b>	<b>7.308</b>
<b>BUYER II</b>	<b>32</b>	<b>B</b>	<b>7.310</b>
<b>BUYER I</b>	<b>30</b>	<b>B</b>	<b>7.318</b>

Page 2 of 4

### CLASS CONCEPTS (cont'd)

**Buyer III:** Under limited supervision, incumbents perform more specialized and complex purchasing duties and are involved in the procurement of large equipment, materials, supplies and specialized services. Incumbents perform lead and supervisory duties in the absence of the Buyer IV. Assignments require logical decision making in order to determine correct courses of action. This is the advanced journey level in the series and is distinguished from the Buyer II class by the greater complexity of duties performed and the dollar value of procurements processed.

**Buyer II:** Under general supervision, incumbents perform the full range of duties described in the series concept. Positions in this class may procure complex items such as equipment, materials, supplies, or specialized services. Duties are performed in accordance with established standard procedures and require judgment in the application of these procedures; in the areas of exception or large dollar values, prior approval of the Buyer III or Buyer IV may be required. This is the journey level in the series.

**Buyer I:** Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Duties involve routine purchases and require the assistance and approval of a higher-level Buyer. This is the trainee level in the series, which provides for progression to the next level upon meeting minimum qualifications and with the recommendation of the appointing authority.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

#### BUYER IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration or closely related field and three years of professional experience in buying, specification writing or related professional purchasing responsibilities; **OR** one year of experience as a Buyer III in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** principles, techniques and practices of purchasing in order to formulate decisions, negotiate with parties, and comply with established policies and regulations. **General knowledge of:** principles of finance and statistics including present value, risk management and cash flow management. **Ability to:** train and provide guidance to others; exercise sound judgment in the purchase of a variety of materials, supplies and equipment; prepare clear, detailed and accurate specifications; maintain favorable public relations with vendors and customers. **Skill in:** interpersonal skills using tact, patience and courtesy; formulating and presenting recommendations; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** all commodities purchased for State use; technical specifications necessary to qualify vendors and arrange the procurement of a diverse range of products; supervisory techniques including selection, work assignments and review, training, development of work performance standards and discipline. **Ability to:** review, verify and process requisitions and purchase orders; prepare specifications and review and evaluate bids and proposals; organize and coordinate the work of others and set priorities.

BUYER IV	36	B	7.307
BUYER III	34	B	7.308
BUYER II	32	B	7.310
BUYER I	30	B	7.318

Page 3 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### BUYER III

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration or related field and two years of professional experience in buying, specification writing or related professional purchasing responsibilities; **OR** graduation from high school or equivalent education and four years of purchasing experience, two years of which was at the professional level as described above; **OR** one year of experience as a Buyer II in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** principles and practices of purchasing including competitive bidding, determination of needs, selection of items, and specification writing; technical specifications necessary to qualify vendors and arrange the procurement of a diverse range of products; negotiating skills to arrange terms and conditions, pricing and scheduling; sources of supply, market conditions, price trends and priority practices. **Ability to:** establish and maintain cooperative and effective working relationships with departmental representatives and vendors; meet schedules and deadlines; read and interpret blueprint specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports. **Skill in:** analyzing and comparing specifications, bid documents and bid amounts; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State of Nevada purchasing system/procedures; contract development procedures and practices, service agreements, and leases. **Working knowledge of:** purchasing requirements in order to identify and interpret agencies' directions; applicable State and federal laws and regulations governing purchasing activities. **General knowledge of:** accounting practices sufficient to understand fund accounting methods, monthly and annual reports and vendor financial reports. **Ability to:** exercise sound judgment in the purchase of a variety of materials, supplies and equipment; prepare clear, detailed and accurate specifications; ensure vendor compliance with accepted purchasing standards.

#### BUYER II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration or closely related field and one year of professional experience in buying, specification writing or related professional purchasing responsibilities; **OR** graduation from high school or equivalent education and three years of purchasing experience, one year of which was at the professional level as described above; **OR** one year of experience as a Buyer I in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** rules, regulations and guidelines pertaining to governmental procurement; negotiating skills to arrange terms and conditions, pricing and scheduling; sources of supply, market conditions, price trends and priority practices; principles, practices and procedures of purchasing including competitive bidding and specification writing. **Ability to:** evaluate quality and price elements; purchase a variety of materials, supplies and equipment; prepare specifications and maintain records and files; analyze situations accurately and adopt an effective course of action; plan and organize work. **Skill in:** written English sufficient to compose routine and technical business correspondence and reports; common personal computer applications, word processing and spreadsheet software; *and all knowledge, skills and abilities required at the lower level.*

<b>BUYER IV</b>	<b>36</b>	<b>B</b>	<b>7.307</b>
<b>BUYER III</b>	<b>34</b>	<b>B</b>	<b>7.308</b>
<b>BUYER II</b>	<b>32</b>	<b>B</b>	<b>7.310</b>
<b>BUYER I</b>	<b>30</b>	<b>B</b>	<b>7.318</b>

Page 4 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### BUYER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Ability to:** purchase a variety of materials, supplies and equipment according to State policies and applicable laws; receive requisitions, analyze items for quantity, specifications, and delivery requirements; develop and investigate sources of supply; issue request for quotations, proposals or bids for items not covered by an existing purchase arrangement; correspond with vendors to discuss problems regarding quality, cost, terms, delivery, discounts or transportation of ordered materials. **Skill in:** making oral presentations to provide information or explain purchasing policies and procedures.

#### BUYER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field; **OR** graduation from high school or equivalent education and two years of technical experience in buying, specification writing or related purchasing responsibilities; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** office methods, procedures and standard office equipment. **General knowledge of:** basic purchasing methods and procedures. **Ability to:** communicate effectively both orally and in writing. **Skill in:** basic mathematical computations sufficient to calculate rates and cycle times; written English sufficient to compose routine and technical business correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** types, characteristics, and supply sources of commodities and services. **Ability to:** accurately perform assigned purchasing tasks; obtain verbal and written quotes; apply proper descriptive terminology and established specifications to requisitions for commodities and services. **Skill in:** operating a computer terminal sufficient to input and retrieve information.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.307</u>	<u>7.308</u>	<u>7.310</u>	<u>7.318</u>
ESTABLISHED:	12/9/81R 7/26/83PC	4/4/75	4/4/75	1/24/84
REVISED:		8/7/80-3	4/13/84-3	8/7/80-3
REVISED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

SERIES CONCEPT

State Land Agents conduct a broad range of real estate transactions related to State lands, leases, water rights, mineral rights, easements, navigable water management, and acquisition and sale of land, water rights and development rights within statutory authority and in accordance with established real estate principles, practices and ethical standards.

Acquire land, buildings and interests in lands through negotiations with property owners or government entities or through condemnation; prepare appraisal reports to determine value as the basis of negotiations or contract for and review independent appraisals when required by law; negotiate agreements for best price and best use of property; prepare escrow closing documents and other legal documents; arrange for the transfer of funds as needed to close transactions; ensure the recordation of executed legal documents; and/or recommend and prepare condemnations.

Manage unassigned State land, sovereign land and land granted to the State by the federal government for the benefit of the permanent school trust fund; ensure properties are put to their highest and best use; inspect activities on parcels; ensure adequate compensation for the use of State land; determine and map the boundaries of State ownership including the high water mark along navigable bodies of water; and report any unauthorized encroachments to management and the Attorney General's office.

Solicit bids and proposals for contracts; negotiate and develop contract agreements for appraisal, title, escrow, survey, restoration and engineering services; oversee contract implementation, plans and specifications; facilitate resolution of disputes and discrepancies and provide clarification of statutory requirements; inspect work prior to final payment.

Review proposals and construction plans for roads, structures, utility lines and other projects on State land; coordinate with affected agencies; interpret project proposals and plan specifications for each phase of proposed construction; meet with contractors, architects and engineers and perform field inspections to ensure project compliance with approved design and specifications.

Review applications for permits and authorizations including specifications and time frames, ensuring legal, environmental and other issues are addressed prior to approval of plans; complete legal documents, memoranda, inspection and project reports; ensure documents are processed appropriately and adequate records are kept of all applications and transactions including entries in the appropriate State land databases.

Conduct research in a variety of areas including title research and gathering and compiling information into reports; respond to questions from property owners, attorneys and others in the field and by letter; make oral presentations to legislative committees, agencies, groups and individual property owners and/or their agents.

Draft legislation relating to State land; review proposed legislation to determine the potential impact on State lands; and draft and review regulations as required.

Perform related duties as assigned.

\*\*\*\*\*

STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

Page 2 of 5

## CLASS CONCEPTS

**State Land Agent IV:** Under general direction, incumbents plan, organize and direct property management, acquisition and disposal functions; supervise subordinate State Land Agents and assigned technical and/or support staff; train, assign and review projects to ensure work is performed according to standards and regulations; and provide expertise and guidance on complex and sensitive issues. This is the supervisory level in the series.

**State Land Agent III:** Under limited supervision, incumbents are assigned the most complex and controversial projects with intense public and political scrutiny, and may include leadworker responsibility for lower level State Land Agents including training, advising, and reviewing work. State Land Agent III's manage projects with responsibility for collaboration with multiple public and private entities and disciplines, and transactions with potentially serious impact to the State; manage title aspects (acquisition, easements, facility expansion) of State property for large State agencies such as the Departments of Corrections, Public Safety, and Motor Vehicles, and assist these agencies in forecasting and determining their future land and building needs; lead negotiations on highly complex acquisitions for expansion of State facilities and coordinate with the Public Works Board on locating land for capital improvement projects.

This is the advanced journey level and is distinguished from the journey level by a preponderance of complex/controversial assignments, leadworker responsibility, and independent work assignments in three or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal or property disposal.

**State Land Agent II:** Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level and function in two or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal or property disposal.

**State Land Agent I:** Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Work is assigned and reviewed for technical accuracy. This class represents the trainee level and progression to the journey level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENT:

- \* A valid driver's license or evidence of equivalent mobility.

### INFORMATIONAL NOTE:

- \* Some positions require moderate statewide travel.

STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

Page 3 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### STATE LAND AGENT IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science or related field and four years of professional experience, two years of which included responsibility in three or more areas of specialty to include sovereign lands; property acquisition; property leasing, management or development; easements; property disposal; property appraisal or closely related field; **OR** two years of experience as a State Land Agent III in the Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** effective program and land management practices. **General knowledge of:** budget development; legislative processes; leadership and supervisory methods. **Ability to:** coordinate and lead complex negotiations with city, county, regional, State and federal administrators, elected officials, and private property owners and ensure subordinate staff secure State's monetary, real property and natural resource interests; develop effective policies and procedures; develop draft legislation and regulations; delegate assignments and organize staff assignments effectively; promote professional development of staff; work effectively with administrators and management in other departments, government agencies and the private sector in collaborative efforts; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; State laws and regulations regulating State land transactions. **Skill in:** motivating others and encouraging effective action.

#### STATE LAND AGENT III

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and three years of professional experience, two years of which included responsibility in two or more areas of specialty to include sovereign lands; property acquisition; property leasing, management or development; easements; property appraisal; property disposal, or closely related field; **OR** two years of experience as a State Land Agent II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** procedures for title research and recording; Public Land Survey System procedures; laws, procedures and principles related to acquisitions, escheat land, eminent domain, leases, easements, appraisal and acquisition; Uniform Standards of Professional Appraisal Practice; acquisition techniques, property management functions and the condemnation process; marketing techniques necessary to generate maximum potential interest in State lands to be leased, sold, or otherwise disposed; railroad and utility right-of-way laws. **Ability to:** perform complex and controversial assignments in acquisition, relocation, property management, appraisal and utility and railroad relocation; write legal documents and agreements such as conservation easements, deed restrictions, appraisal instructions, legal descriptions, construction and cooperative agreements; read and comprehend historic patents and patent maps in order to locate land parcels and mining claims; operate Global Positioning System or other devices to locate State properties; determine fair market value for leases, pipelines, easements, roadways and open land; determine which agencies have regulatory authority over proposed projects on State land and coordinate meetings with those agencies; coordinate conflicting needs of State agencies regarding State sites; work with local planners regarding zoning of State properties and State land interests; make project presentations representing the agency.

STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

Page 4 of 5

## MINIMUM QUALIFICATIONS (cont'd)

### STATE LAND AGENT III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State contracting procedures; State laws and regulations governing permits and authorizations to use State land; legal process to protect State's rights against illegal and unauthorized uses and/or encroachments on State land. **Ability to:** identify and forge financially beneficial partnerships with utilities and businesses in the private sector regarding State properties; negotiate with utility companies and legal representatives concerning State liability issues; coordinate with State Right-of-Way Agents and managers to accommodate the construction of highways, bridges, rights-of-way, and assist utility companies to relocate facilities while on a restricted construction schedule; conduct complex negotiations with city, county, regional, State and federal administrators, elected officials, and private property owners and secure State's monetary, real property and natural resource interests.

### STATE LAND AGENT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and two years of experience in public lands, real estate, escrow and title, property appraisal or related field, one year of which included responsibility for property valuations or transactions such as acquisition, disposal, property management or development or leasing; **OR** one year of experience as a State Land Agent I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** technical and legal terminology related to real estate; documents, descriptions, and maps relating to land acquisitions, transfers and disposal, including procedures for title research and recording; escrow matters, title reports, surveys and appraisals in order to develop and direct the scope of work for contractors; appraisal, regulations, methods, principles and practices in order to value real and personal property; statutes, rules, regulations and procedures relating to the appraisal process. **General knowledge of:** Public Land Survey System (PLSS), history of land law in the United States and basis of public land ownership. **Ability to:** review property appraisals; perform property negotiations, sales and acquisitions; research property title; monitor construction projects, manage property and other land assets including navigable waters; inspect projects on State properties for contract compliance; inspect State property for encroachment and correct violations; interpret State and federal laws pertinent to State lands; prepare comprehensive reports. **Skill in:** mathematical and/or computer techniques used to correctly calculate and/or verify computations of land parcels; reading and interpreting various measurement tools and methods to determine the physical dimensions of a property; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures governing assigned areas of responsibility; Nevada boundary laws, Nevada and Western State Trust Land laws, regulations, and fiduciary responsibilities; navigable water boundary laws, regulations and Attorney General opinions; Nevada Water Rights laws; State's ownership of water rights; federal and State laws regulating easements; declaratory judgments and State mineral right laws.

STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

Page 5 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### STATE LAND AGENT I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration; public administration, real estate, environmental or natural science, or related field and one year of technical or professional experience in public lands, real estate, property management or development, or closely related field; **OR** graduation from high school or the equivalent and three years of technical or professional experience in public lands, real estate, escrow and title, property management or development, or closely related field; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** technical and legal terminology, documents, descriptions and maps related to real property and lands; land transfers, including procedures for title research and recording; federal laws related to real property transactions; effective negotiation techniques. **Ability to:** read and comprehend laws and regulations regarding real estate acquisitions, transfers, and disposal; review property and title documents; gather data and prepare reports and legal documents and correspondence; establish effective working relationships; correctly calculate and/or verify computations of land parcels.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for State Land Agent II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.415</u>	<u>7.416</u>	<u>7.417</u>
ESTABLISHED:	3/10/92UC 7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:		1/7/97UC	
REVISED:	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

### SERIES CONCEPT

Transportation Planner/Analysts participate in transportation system analysis, planning, and research programs or projects and/or related functional areas as mandated by, and within the guidelines of, federal and State authorities.

Participate in the development of studies, reports, or a master plan concerning a specific transportation system utilizing state-of-the-art computerized systems and software; collect and analyze data, forecast trends and developments, and develop alternatives to achieve goals and identify available financing; monitor and adjust the plan to ensure timeliness, relevancy and accuracy in addressing current transportation issues.

Provide management oversight for consultant and service providers, and assistance to public and private entities in applying for federal funds; participate in selecting recipients and monitor recipient performance; review financial reports and conduct physical inspections of the operation/project to ensure compliance with program regulations and specifications.

Oversee the installation and/or operation of equipment that collects field data such as traffic speed, volume, system characteristics, and global positioning.

Conduct various transportation system, traffic engineering, and planning studies to facilitate movement of people and goods; compile and analyze data; prepare comprehensive reports and recommendations.

Coordinate and/or conduct training sessions for department staff regarding equipment usage and/or program procedures, goals and requirements.

Provide information to the public and governmental agencies regarding transportation system related matters through correspondence, newsletters, published reports, public meetings, and a variety of public service announcements.

Perform related duties as assigned.

\*\*\*\*\*

### CLASS CONCEPTS

**Transportation Planner/Analyst IV:** Under general direction, incumbents manage a research or planning division within the Department of Transportation by establishing program area policies and procedures, and developing and monitoring the budget. They direct and evaluate the activities of subordinate supervisors and lower level Transportation Planner/Analysts in carrying out the administration of State and federally mandated programs.

TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

Page 2 of 5

### CLASS CONCEPTS (cont'd)

**Transportation Planner/Analyst III:** Under limited supervision, incumbents perform the duties described in the series concept and have full supervisory responsibility for lower level professional staff and two or more major program areas such as Planning Management, Roadway Inventory, Statewide Continuous Counts, Statewide Long Range Plan, and Project Evaluation. These program areas are characterized by their size and the complexity of their implementation. Incumbents may also assist in the development of program budgets.

**Transportation Planner/Analyst II:** Under general supervision, incumbents perform the duties described in the series concept. Incumbents have leadworker responsibility overseeing transportation system analysis, research or planning functions of one or more assigned programs or work unit and may supervise lower level Transportation Planner/Analyst and technical staff.

**Transportation Planner/Analyst I:** Under general supervision, incumbents perform the duties described in the series concept and conduct research and planning activities according to a specific program's requirements. Incumbents report to a higher-level Transportation Planner/Analyst and may supervise Transportation Technicians in the performance of work activities. This is the journey level in the series.

**Transportation Planner/Analyst Trainee:** Under close supervision, incumbents receive training in performing all or part of the duties described in the series concept. This is the entry level in the series and incumbents may progress to the Transportation Planner/Analyst I upon meeting the minimum qualifications and with the approval of the appointing authority.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

#### INFORMATIONAL NOTE:

- \* Qualifying experience may be substituted for the education required above the high school level on a year-for-year basis.

#### TRANSPORTATION PLANNER/ANALYST IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering, statistics, economics or related field and five years of professional experience managing specific transportation analysis, planning or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals; and identifying available financing, two years of which must have been in a supervisory capacity; **OR** two years of experience as a Transportation Planner/Analyst III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** federal Department of Transportation programs, policies and objectives; transportation planning techniques and procedures and related regulatory codes and ordinances; federal, State and local laws regarding the planning, funding, construction and operation of transportation systems; program budget preparation and implementation. **Ability to:** supervise professional staff in various transportation programs; develop work programs; *and all knowledge, skills and abilities required at the lower levels.*

TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

Page 3 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### TRANSPORTATION PLANNER/ANALYST IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** federal laws and regulations regarding transportation systems, analysis, research, and planning and federal fund administration. **Working knowledge of:** State budgetary process; principles and practices of personnel management; the department's Affirmative Action plan.

#### TRANSPORTATION PLANNER/ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in civil engineering, statistics, economics or related field and three years of professional experience overseeing and conducting specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals; and identifying available financing, including one year of experience in a leadworker capacity; **OR** one year of experience as a Transportation Planner/Analyst II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** principles and practices of transportation engineering; federal, State and local laws related to transportation systems; development of work programs; supervisory techniques and principles. **General knowledge of:** budget preparation and implementation. **Ability to:** manage two or more programs/projects concurrently; understand and utilize computer systems and software; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst IV.)*

#### TRANSPORTATION PLANNER/ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in civil engineering, economics, statistics or a related field and two years of professional experience conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals; and identifying available financing; **OR** one year of experience as a Transportation Planner/Analyst I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** financial recordkeeping practices sufficient to review fiscal reports and draw logical conclusions; installation and operation of data collection equipment; preparation and dissemination of transportation related information; transportation master plans. **General knowledge of:** principles of training; conducting and overseeing transportation analysis projects; developing a master plan. **Ability to:** review financial reports; oversee work of private contractors and consultants; develop recommendations for computer software and advanced technology systems; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst III.)*

TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

Page 4 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### TRANSPORTATION PLANNER/ANALYST I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering, economics, statistics or related field and one year of professional experience conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; and developing alternatives to achieve goals and identify available financing; **OR** one year of experience as a Transportation Planner/Analyst Trainee in Nevada State service; **OR** an equivalent combination of education and experience. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** transportation system analysis, planning and research techniques and procedures; regulatory codes and ordinances related to transportation systems; principles and practices of traffic and transportation engineering. **General knowledge of:** principles and practices of traffic engineering. **Ability to:** compose business correspondence and reports; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

*These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst II.)*

#### TRANSPORTATION PLANNER/ANALYST TRAINEE

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering, economics, statistics or related field; **OR** graduation from high school and four years of experience collecting, compiling, and reviewing transportation data as a Transportation Technician II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** analysis, planning and research techniques and procedures; data collection and analysis. **Ability to:** input and retrieve computer information; use advanced data collection equipment and technology; make mathematical and statistical computations including addition, subtraction, multiplication, division, algebra and linear and non-linear regression analysis; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with others.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst I.)*

<b>TRANSPORTATION PLANNER/ANALYST IV</b>	<b>41</b>	<b>A</b>	<b>7.705</b>
<b>TRANSPORTATION PLANNER/ANALYST III</b>	<b>38</b>	<b>B</b>	<b>7.720</b>
<b>TRANSPORTATION PLANNER/ANALYST II</b>	<b>36</b>	<b>B</b>	<b>7.729</b>
<b>TRANSPORTATION PLANNER/ANALYST I</b>	<b>34</b>	<b>B</b>	<b>7.731</b>
<b>TRANSPORTATION PLANNER/ANALYST TRAINEE</b>	<b>31</b>	<b>B</b>	<b>7.733</b>

Page 5 of 5

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.705</u>	<u>7.720</u>	<u>7.729</u>	<u>7.731</u>	<u>7.733</u>
ESTABLISHED:	8/02/83R 4/13/84PC	4/26/74 7/01/93P	4/26/74 7/01/93P	4/26/74 3/27/75	12/24/97UC
REVISED:	7/01/93P 9/24/92PC	9/24/92PC	9/24/92PC	7/01/93P 9/24/92PC	
REVISED:	12/24/97UC	12/24/97UC	12/24/97UC	12/24/97UC	
REVISED:	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PUBLICATIONS EDITOR II</b>	<b>33</b>	<b>B</b>	<b>7.849</b>
<b>PUBLICATIONS EDITOR I</b>	<b>31</b>	<b>B</b>	<b>7.830</b>

### SERIES CONCEPT

Publications Editors perform technical and copy editing, provide research and editorial assistance to authors, and coordinate production of books, manuscripts, magazines, maps, graphics and digital media.

Assist authors during text preparation by reviewing drafts; suggest improvements for readability, organization and clarity; discuss editorial style, policy and production schedules; and track work in progress to ensure completion as scheduled.

Perform copy editing, including reviewing and revising text for organization, clarity, consistency, grammar, spelling, usage of technical terms, and style; eliminate redundancies, ambiguities and inconsistencies; rephrase narrative without changing author's meaning; determine format and layout; resolve bibliographic questions; insert headings and captions; perform research to verify factual material; and prepare manuscripts for publication or digital distribution.

Produce press-ready copy using page layout software, or organize material for manuscript layout including photographs, maps, graphics, and/or artwork; follow editing codes or procedures according to established specifications; proofread, correct, review and approve final copy; and ensure end product is error free.

May arrange for the services of freelance editors or writers, negotiate fees, and review vendors' work.

Maintain related records and databases and prepare related reports.

Perform related duties as assigned.

\*\*\*\*\*

### CLASS CONCEPTS

**Publications Editor II:** Under direction, incumbents perform the full range of duties in the series concept for books or other complex publications such as scientific or professional journals. This level is distinguished from the journey level by participation in evaluation and selection of manuscripts for publication, often requiring interaction with professional reviewers; extensive rewriting; and work with academic manuscripts requiring specialized knowledge of a particular discipline and/or the ability to comprehend and evaluate material from several disciplines.

**Publications Editor I:** Under direction, incumbents perform the full range of duties in the series concept at the journey level. Incumbents typically work on magazines, brochures, catalogs, newsletters, internal communications and other materials.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### PUBLICATIONS EDITOR II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in English, journalism or closely related field and two years of technical writing or editing experience, which included one year of experience conducting the preliminary evaluation of manuscripts, developmental editing, or working with authors on manuscript revision, and experience using page layout software; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** standard editing marks for making and reading changes; common sources of style information (Associated Press Stylebook, Chicago Manual of Style). **Working knowledge of:** publishing terminology; type, layout, photography and graphics required in publications. **Ability to:** communicate professional reviewers' concerns to authors; comprehend and write clearly on a wide variety of topics. **Skill in:** use of computers and page layout software; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Ability to:** evaluate manuscripts and determine suitability for publication; reconcile manuscript problems with authors; identify key points and summarize complex narrative into abstracts or promotional literature.

### PUBLICATIONS EDITOR I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in English, journalism or closely related field and one year of technical writing or editing experience; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** English grammar, spelling, punctuation, and style. **Working knowledge of:** standard editing marks for making and reading changes; common sources of style information (Associated Press Stylebook and Chicago Manual of Style). **General knowledge of:** page layout software. **Ability to:** pay close attention to detail; establish cooperative working relationships; edit and proofread rapidly and accurately; comprehend material written for a wide range of audiences from the general public to scientific professionals; communicate effectively, both orally and in writing with a variety of individuals and diverse topics.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** publishing terminology; type, layout, photography, and graphics required in publications; departmental requirements and standards related to editing publications and maps. **General knowledge of:** copyright and libel laws; agency goals and objectives. **Ability to:** judge strengths and weaknesses of manuscripts. **Skill in:** use of computers and page layout software.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	7.849	7.830
ESTABLISHED:	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC
REVISED:	7/1/95P	7/1/95P
	9/16/94PC	9/16/94PC
REVISED:	8/11/06PC	8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

### SERIES CONCEPT

Information Technology (IT) Managers are responsible for planning, organizing, directing, and controlling the IT activities, in one or more IT specialization areas, of the State, a department, or a division.

Develop, maintain, and enforce operational standards in accordance with departmental and State policies to ensure operating specifications are met.

Develop physical and logical safety and security procedures for operating conditions and disaster recovery by analyzing procedures utilized at other agencies and organizations, reviewing literature on safety and security procedures, following State/federal guidelines, and consulting with subject matter experts.

Assess the effectiveness of current information systems technology resources and capacity analysis and initiate actions to reduce utilization, increase capacity, or address system replacement needs, if necessary.

Recommend or select hardware by reviewing system-generated reports, system logs, utilization reports, vendor presentations, and technical hardware manuals.

Design physical layout and installation requirements in response to the purchase of new equipment; analyze hardware technical manuals, floor space layouts, environmental requirements, and electrical requirements.

Evaluate and maintain inventory control, e.g., computer supplies, tape library, departmental equipment, and other items.

Write requests for proposals which detail proposed systems and serve as a reference document for system development, personnel, and IT management by utilizing information gathered and subsequent analysis relating to hardware, software, and personnel requirements including systems objectives, data security provisions, primary outputs, implementation plans, comprehensive cost estimates, time schedules, migration plans, and integration of multiple technologies.

Develop, examine, and evaluate contracts for purchases of materials and services.

Develop and monitor IT budgets by reviewing past expenditure patterns, current funding levels, projected personnel and equipment needs, and demands for additional services by clients/users.

Present and justify agency or division-wide IT budgets for review and approval and testify before Executive and Legislative groups as required.

Provide project management to ensure that projects are completed by the scheduled due date in accordance with project specifications and requirements and within the project budget; analyze personnel, hardware and software requirements, and all costs associated with the project; establish delivery dates, conduct periodic project reviews, provide training for project team members, supervise installation of the system, provide regular project status reports to senior management; and determine training required prior to installation.

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 2 of 10

### **SERIES CONCEPT (cont'd)**

Participate in State IT activities and policy-making activities and/or serve on various ad hoc committees and work groups as needed.

Maintain current knowledge of technological trends and advancements in the IT field and security management practices, laws, policies, and ethics.

Develop organizational structure, staffing patterns, and resource allocation to meet agency or division-wide goals and objectives.

Supervise subordinate managers, supervisors, and staff, including hiring, determining workload, delegating assignments, training, monitoring and evaluating performance, and taking disciplinary action.

Resolve problems presented by subordinate staff, users, and clients regarding work processes, policies, procedures, and methods.

Perform related duties as assigned.

*Additional description for Information Security positions:* administer security policies, security operations, and/or maintain oversight of information systems and data within the assigned area of information security responsibility. Incumbents work with management and technical staff to develop a comprehensive information security program for integrated IT systems within the State or agency and are responsible for seven or more of the following ten security domain areas:

- Access control – centralized / decentralized / remote / federated
- Application/system development security – validation / verification / guidelines
- Continuity of operations/disaster recovery planning – business recovery
- Cryptography – transport / storage / authentication / non-repudiation
- Information security management – awareness / policies / risk management / procedural standards
- Operational security (OPSEC) – threats / hostile code / techniques
- Physical technical security – access systems / structural / environmental controls
- Security architecture and models – methods / security operational standards
- Security law, investigation and ethics – cyber crime / incident response / security regulation
- Telecommunications/network security – enclave / monitoring / virtual private network / firewall / prevention

\*\*\*\*\*

### **ALLOCATION OF POSITIONS**

Positions are allocated to a level within this series by a review of the totality of the duties assigned. Duties are evaluated based on the following established classification factors:

- Nature and complexity of work performed
- Knowledge, skills and abilities required
- Supervisory/managerial responsibility
- Independence/supervision received
- Scope of responsibility/consequence of error
- Authority to take action/decision-making
- Personal contacts necessary to complete work.

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 3 of 10

### ALLOCATION OF POSITIONS (Cont'd)

In relation to these factors, classifiers will evaluate the scope and complexity of the IT functions for which the position has management responsibility; the breadth/diversity of IT services managed; responsibility for managing vendor contracts to include development of the project, scope of work, budget and schedule control, approval of changes, and evaluation of deliverables; complexity of the infrastructure to include multiple system and development platforms, databases, and operating systems, in-house vs. outside support, geographic dispersion vs. concentration, and interface with internal and external entities; the number and level of subordinate managers, supervisors, and professional staff and the development/implementation of policies and work plans; the latitude to exercise initiative and discretion in managing staff and activities; the criticality of systems operations/results of failure in relation to legal, fiscal, and physical consequences; the financial and organizational actions for which the position has final decision-making authority; and the personal contacts with management internally and with external organizations to negotiate solutions to complex problems, resolve disputes, and justify actions/requests.

With regards to the consequence of error factor, IT initiatives (projects or major work products) for each class are judged (either critical, high, significant, or moderate) on four factors and their effects on the State, department, or citizens: financial risk (monetary impact of mistakes); legal/physical risk (legal risk or physical harm impact of mistakes); positive/negative consequences; and the effect of a sharp reduction or elimination of funding.

**Critical** – federal and/or State financial or legal/physical (injury risk) costs and penalties; has an effect on citizens and State government; the effect of sharp or eliminated funding for an initiative is not mitigated by the ability to fall back on legacy systems (manual processing is always an option).

**High** – likely federal and/or State financial or legal/physical (injury risk) costs and penalties; has an effect on citizens and most of State government; the effect of sharp or eliminated funding for an initiative is mitigated by the ability to fall back on legacy systems judged to be inadequate for growth within a few years (manual processing is always an option).

**Significant** – limited federal and/or State financial or legal/physical (injury risk) costs and penalties; may have an effect on citizens and has an effect on several State departments; the effect of sharp or eliminated funding for an initiative is mitigated by the ability to fall back on legacy systems judged to be inadequate for long term growth (manual processing is always an option).

**Moderate** – limited State financial or legal/physical (injury risk) costs and penalties; may have an effect on citizens and has an effect on one or several State departments; the effect of sharp or eliminated funding for an initiative is mitigated by the ability to fall back on legacy systems (manual processing is always an option).

Benchmark descriptions have also been provided at each level for purposes of position comparison.

\*\*\*\*\*

### CLASS CONCEPTS

**Chief IT Manager:** Under general administrative direction, incumbents perform IT managerial duties and interact with internal and external management levels as well as executives and officials to negotiate solutions to major or controversial issues within policy guidelines. Incumbents supervise a staff of lower level IT Managers and IT professionals on a regular and recurring basis and IT Technicians and support staff as required. Incumbents perform one of the following roles:

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 4 of 10

## **CLASS CONCEPTS (cont'd)**

### **Chief IT Manager** (cont'd)

- 1) Incumbents direct and manage IT functions for a department or division with direct responsibility for an annual IT operation and maintenance budget and development projects' funds. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with a critical level of financial risk, critical level of legal or physical risk, and at least high positive or negative consequences to State government and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a high negative effect on the populace the initiative is intended to serve; or
- 2) The incumbent works under the direction of the Nevada State Chief Information Officer (CIO) and manages the State's information security program. The incumbent provides co-leadership to the State Security Committee in planning, developing, and implementing information security initiatives at the statewide level; or
- 3) Incumbents work under the direction of the director or executive of an agency that is excluded from Department of Information Technology oversight as established in NRS 242.111 and manage the agency's information security program. Incumbents provide co-leadership to the State Security Committee in planning, developing, and implementing information security initiatives at the statewide/multi-agency/agency level.

### **Examples of Chief IT Manager positions include:**

In the Welfare and Supportive Services Division of the Department of Health and Human Services, the incumbent reports to the division administrator and manages the Information Systems subdivision. The incumbent directly supervises an IT Manager III and two IT professionals (one of whom is a supervisor), and indirectly supervises 29 IT professionals, eight IT Technicians, 21 support staff positions, and 11 contractors. This position is responsible for IT initiatives that involve potential conflicts with federal financial regulations and penalties, potential conflicts with federal and State laws and risks to families, and eliminating funding would necessitate continued usage of a legacy system for public assistance processing and reporting. The incumbent has direct authority for budgets for operations and maintenance in excess of \$14 million and developmental projects in excess of \$7 million.

In the Department of Information Technology, the incumbent reports to the deputy director and manages the Communications Division. The incumbent directly supervises three IT Manager I's and one IT Technician and indirectly supervises 17 IT professionals, three IT Technicians, and 15 support staff positions. This position is responsible for IT initiatives that involve financial risk related to potential outage of the State's communication system, public safety and health risks involving legal and physical risks of potential communications outages, and eliminating funding would harm efforts to support growing law enforcement communications needs. The incumbent has direct authority for budgets for operations and maintenance in excess of \$21 million and developmental projects.

**IT Manager III:** Under administrative direction, incumbents perform IT managerial duties and interact with internal and external management levels as well as executives and officials to solve problems involving conflict or controversy requiring interpretation/application of policy. Incumbents supervise a staff of IT professionals on a regular and recurring basis and lower level IT Managers, IT Technicians, and support staff as required. Subordinates may include Master IT Professional II's. Incumbents perform one of the following roles:

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 5 of 10

## **CLASS CONCEPTS (cont'd)**

### **IT Manager III (cont'd)**

- 1) Incumbents direct and manage IT functions within or for a department or division with direct or indirect responsibility for an annual IT operation and maintenance budget or funds on a regular and recurring basis and development projects' funds as required. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with a critical level of financial risk, at least high level of legal or physical risk, and at least high positive or negative consequences to State government and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a significant negative effect on the populace the initiative is intended to serve; or
- 2) Incumbents work under the direction of a Chief IT Manager, or director of a large department and manage the department's information security program. Positions at this level are wholly dedicated to information security. Incumbents maintain departmental adherence to security policies and must serve as the department's representative on the State Security Committee.

### ***Examples of IT Manager III positions include:***

In the Health Division of the Department of Health and Human Services, the incumbent reports to the financial executive officer and manages the division's IT functions. The incumbent directly supervises five IT professionals (two of whom are supervisors), one IT Technician (who is a supervisor), and one support staff position and indirectly supervises four IT professionals and eight IT Technicians. This position is responsible for IT initiatives that involve federal and State financial regulations and penalties and potential lost revenues, potential conflicts with federal laws and the risk of exposure of citizens' health data, and elimination of funding would result in downgrades of planned initiatives. The incumbent has indirect responsibility for funds for operations and maintenance and developmental projects.

In the Motor Vehicle Information Technology Division of the Department of Motor Vehicles, the incumbent reports to the division administrator and manages the Network subdivision. The incumbent directly supervises three IT professionals (all of whom are supervisors) and indirectly supervises seven IT professionals. This position is responsible for IT initiatives that involve financial risk of potential delayed collection of revenues for the State, legal risk due to potential exposure of citizens' identities, and elimination of funding could cause loss of service and denied law enforcement access to driver and vehicle records. The incumbent has direct authority for budgets for operations and maintenance in excess of \$8 million and developmental projects.

**IT Manager II:** Under general direction, incumbents perform IT managerial duties and interact with internal management levels or external peers and higher supervisory levels to solve problems involving conflict or controversy requiring interpretation/application of policy. Incumbents supervise a staff of IT professionals on a regular and recurring basis and lower level IT Managers, IT Technicians, and support staff as required. Subordinates may include Master IT Professional II's.

Incumbents direct and manage IT functions within or for a department or division with direct or indirect responsibility for an annual IT operation and maintenance budget or funds on a regular and recurring basis and developmental projects' funds as required. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with at least a high level of financial risk, at least a high level of legal or physical risk, and at least significant positive or negative consequences to State departments and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a significant negative effect on the populace the initiative is intended to serve.

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 6 of 10

## **CLASS CONCEPTS (cont'd)**

### **IT Manager II (cont'd)**

#### ***Examples of IT Manager II positions include:***

In the Office of the Controller, the incumbent reports to the Deputy Controller and manages IT functions for the agency. The incumbent directly supervises seven IT professionals (one of whom is a supervisor) and one IT Technician and indirectly supervises two IT Technicians. This position is responsible for IT initiatives that involve financial risk of potential failure of the department's financial and billing system, legal risk of potential improperly routed transactions and debt collections, and elimination of funding would result in a reduction in available historical data and require users to access microfiche. The incumbent has direct authority for budgets and operations and maintenance in excess of \$300,000 and developmental projects in excess of \$100,000.

In the Motor Vehicle Information Technology Division of the Department of Motor Vehicles, the incumbent reports to the division administrator and manages the Applications subdivision. The incumbent directly supervises six IT professionals (four of whom are supervisors) and indirectly supervises 21 IT professionals. This position is responsible for IT initiatives that involve financial risk of potential misinterpretation of user requirements for taxes and fees, legal risk due to potential misinterpretation of law, and elimination of funding would affect the ability to prevent voter fraud and register new voters. The incumbent has indirect responsibility for funds for operations and maintenance and developmental projects.

**IT Manager I:** Under limited supervision, incumbents perform IT managerial duties and interact with others at similar levels or external peers and higher supervisory levels for the purpose of answering questions requiring explanations or interpretations of standard procedures and solving problems involving some conflict and requiring interpretation/application of policy. Incumbents supervise a staff of IT professionals on a regular and recurring basis and IT Technicians and support staff as required. Subordinates may include IT Professional IV's or Master IT Professionals.

Incumbents direct and manage IT functions within or for a department or division with direct or indirect responsibility for an annual IT operation and maintenance budget or funds on a regular and recurring basis and developmental projects' funds as required. Incumbents plan and implement IT initiatives, where the responsibility for failure falls on the incumbent, with at least a significant level of financial risk, at least a significant level of legal or physical risk, and at least moderate positive or negative consequences to State departments and citizens. Sharply reducing or eliminating funding for these initiatives would have at least a significant negative effect on the populace the initiative is intended to serve.

#### ***Examples of IT Manager I positions include:***

In the Communications Division of the Department of Information Technology, the incumbent reports to a Chief IT Manager and manages the Network Engineering subdivision. The incumbent directly supervises six IT professionals (four of whom are supervisors) and indirectly supervises six IT professionals, three IT Technicians, and one support staff position. This position is responsible for IT initiatives that involve financial risk due to potential problems with transactional systems used by State departments, legal risk due to a potential compromise of the SilverNet, and elimination of funding could harm communications on the SilverNet. The incumbent has direct authority for a budget for operations and maintenance in excess of \$500,000.

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 7 of 10

## **CLASS CONCEPTS (cont'd)**

### **IT Manager I (cont'd)**

#### ***Examples of IT Manager I positions include:***

In the Department of Taxation, the incumbent reports to the deputy director and manages IT functions for the department. The incumbent directly supervises two IT professionals (both of whom are supervisors), one IT Technician, and five support staff positions (one of whom is a supervisor) and indirectly supervises six IT professionals, one IT Technician, eight support staff positions, and one contractor. This position is responsible for IT initiatives that involve financial risk due to potential delayed collection of taxes, legal risk due to potential insufficient notification and collection of interest and penalties, and elimination of funding would harm the department's ability to collect taxes. The incumbent has direct authority for a budget for operations and maintenance in excess of \$3 million.

\*\*\*\*\*

## **MINIMUM QUALIFICATIONS**

### **SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* Some positions require a pre-employment criminal history check and fingerprinting.
- \* Some positions are subject to call-out or call-back.
- \* Some positions require specialized certification that will be identified at the time of recruitment.
- \* Some positions require statewide travel.

### **INFORMATIONAL NOTES:**

#### **For Information Security Positions Only:**

- \* International Information Systems Security Certification Consortium, Inc (ISC<sup>2</sup>) – Certified Information System Security Professional (CISSP) is equivalent to three years of experience.
- \* Information Systems Audit and Control Association (ISACA) – Certified Information Security Manager (CISM) is equivalent to two years of experience.
- \* Global Information Assurance Certification (GIAC) – GIAC Security Expert (GSE) is equivalent to two years of experience.
- \* Other nationally recognized information security certifications may be substituted for up to one year of experience.
- \* Chief IT Manager – CISSP and CISM certification must be obtained within 12 months of appointment and maintained as a condition of continued employment.
- \* IT Manager III – Nevada Information Security Professional (NISP) or CISSP certification must be obtained within 12 months of appointment and maintained as a condition of continued employment.

CHIEF IT MANAGER	44	A	7.901
IT MANAGER III	43	A	7.902
IT MANAGER II	42	A	7.906
IT MANAGER I	41	A	7.904

Page 8 of 10

## MINIMUM QUALIFICATIONS (cont'd)

### CHIEF IT MANAGER

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and eight years of progressively responsible professional IT experience which involved strategic planning, project management, quality assurance, and computer operations, systems administration, network administration, database administration, applications analysis and development, or information security. Five years of this experience must have been in a supervisory or project manager capacity; **OR** one year of experience as an IT Manager III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** strategic planning. **Ability to:** define complex problems, select the best course of action, assess costs, and present alternatives to high levels of government; *and all knowledge, skills and abilities required at the lower levels.*

Additional Entry Level Knowledge, Skills, and Abilities Required for Information Security Positions:

**Detailed knowledge of:** eight of the ten information security domains. **Ability to:** analyze data, solve problems and make appropriate decisions within eight of the ten domains; plan, organize, and manage the functional core components for information security including disaster prevention/recovery, assessment and awareness, and technical security administration and accreditation; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** Nevada Revised Statutes pertaining to information systems, services and security; organizational regulations, policies and procedures and State administrative processes.

### IT MANAGER III

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and seven years of progressively responsible professional IT experience which involved strategic planning, project management, quality assurance, and computer operations, systems administration, network administration, database administration, applications analysis and development, or information security. Four years of this experience must have been in a supervisory or project manager capacity; **OR** one year of experience as an IT Manager II in Nevada State service; **OR** two years of experience as an IT Professional IV in Information Security in Nevada State service for Information Security positions; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** budget preparation and control; project management; quality control. **Working knowledge of:** strategic planning; *and all knowledge, skills and abilities required at the lower levels.*

Additional Entry Level Knowledge, Skills, and Abilities Required for Information Security Positions:

**Detailed knowledge of:** current information security trends and technology; current principles, theories, practices and procedures of information security management; methods and techniques used to safeguard against accidental or unauthorized modification, destruction or disclosure of data to meet security needs. **Working knowledge of:** seven of the ten security domains; business practices and principles common to a large, complex organization. **Ability to:** select the best course of mitigation actions for security issues with respect to public and private sector information.

CHIEF IT MANAGER	44	A	7.901
IT MANAGER III	43	A	7.902
IT MANAGER II	42	A	7.906
IT MANAGER I	41	A	7.904

Page 9 of 10

## MINIMUM QUALIFICATIONS (cont'd)

### IT MANAGER III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** Nevada Revised Statutes pertaining to information systems, services, and security; organizational regulations, policies, and procedures and Nevada State administrative processes.

### IT MANAGER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and six years of progressively responsible professional IT experience which involved strategic planning, project management, quality assurance, and computer operations, systems administration, network administration, database administration, or applications analysis and development. Three years of this experience must have been in a supervisory or project manager capacity; **OR** one year of experience as an IT Manager I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** current computer technology and trends, including information management, communications, networking data administration, data processing, systems design, programming, operations, and controls; supervisory practices. **Working knowledge of:** budget preparation and control; project management; quality control. **General knowledge of:** strategic planning. **Ability to:** interpret current and/or proposed legislation to determine its intent and impact; plan, organize, coordinate and direct IT projects, initiatives, and strategies; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** Nevada Revised Statutes pertaining to information systems, services, and security; organizational regulations, policies, and procedures and Nevada State administrative processes.

### IT MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and five years of progressively responsible professional IT experience which involved project management, quality assurance, and computer operations, systems administration, network administration, database administration, or applications analysis and development. Two years of this experience must have been in a supervisory or project manager capacity; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** the capabilities of various computer hardware and software products. **Working knowledge of:** current computer technology and trends, including information management, communications, networking data administration, data processing, systems design, programming, operations, and controls; supervisory practices. **General knowledge of:** budget preparation and control; project management; quality control. **Ability to:** administer multiple projects and allocate resources to each project; communicate effectively both orally and in writing; define complex problems, select the best course of action, assess costs and present alternatives; develop and implement procedures, formulate policies, and evaluate programs; establish work performance standards, review employee performance, and take appropriate action in order to optimize productivity; manage and administer change; train, supervise, and evaluate the performance of assigned personnel.

<b>CHIEF IT MANAGER</b>	<b>44</b>	<b>A</b>	<b>7.901</b>
<b>IT MANAGER III</b>	<b>43</b>	<b>A</b>	<b>7.902</b>
<b>IT MANAGER II</b>	<b>42</b>	<b>A</b>	<b>7.906</b>
<b>IT MANAGER I</b>	<b>41</b>	<b>A</b>	<b>7.904</b>

Page 10 of 10

### MINIMUM QUALIFICATIONS (cont'd)

#### IT MANAGER I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Detailed knowledge of:** State regulations related to IT, purchasing, and personnel administration.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.901</u>	<u>7.902</u>	<u>7.906</u>	<u>7.904</u>
ESTABLISHED:	12/17/03R 12/19/03PC	7/1/95P 9/16/94PC	11/1/66	7/1/87 7/18/86PC
REVISED:			5/1/68	
REVISED:			7/1/87-12P 7/18/86PC	
REVISED:			7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:		7/1/97LG	7/1/97LG	7/1/97LG
REVISED:		10/1/97UC		
REVISED:		7/17/00R		
REVISED:		12/18/00UC		
REVISED:		12/19/03PC		
REVISED:	7/1/05LG	7/1/05LG		
REVISED:	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MASTER IT PROFESSIONAL II	43	B	7.909
MASTER IT PROFESSIONAL I	41	B	7.910

### SERIES CONCEPT

Master Information Technology (IT) Professionals provide the highest level of professional IT expertise in an agency in one or more functional areas such as information systems project management, quality assurance, database administration, network administration, systems administration, applications analysis and development, or information security.

Positions in this series are assigned duties and projects deemed vital to the agency mission. Duties are associated with major long-term projects, which significantly impact the agency's business processes. Without the successful completion of those duties and projects, there would be significant disruption to agency operations and reduced levels of service to the citizens of the State, reduced levels of public safety, and/or substantial loss of revenue to the State. Examples of such projects and systems include:

- The Department of Motor Vehicles' Project Genesis, a business process re-engineering project designed to integrate all services provided to drivers, vehicle owners, and businesses.
- The Integrated Financial System which merges the State's automated accounting, budgetary, procurement, and personnel functions into a single system utilized by the Department of Administration, Department of Transportation, State Controller's Office, State Treasurer's Office, and the Department of Personnel. The purpose of the system is to enable the State to meet mandated reporting requirements in conformance with Generally Accepted Accounting Principles; reduce the administrative costs of maintaining multiple separate systems; streamline financial management of the State's resources; meet internal user agency accounting requirements; and provide accurate, consistent data to agencies, the Legislature, the Governor and the general public.
- The Department of Health and Human Services, Welfare and Supportive Services Division's NOMADS system that maintains all information related to child support collection/enforcement system, food stamps, temporary assistance to needy families, Medicaid eligibility, and employment and training.
- The Department of Health and Human Services, Child and Family Services Division's Unity System which provides centralized records and information concerning the contacts of children, adolescents and families with all social service and juvenile justice agencies in the State.
- The Department of Employment, Training and Rehabilitation's Insurance Benefits System which maintains all pertinent data and generates payments to provide monetary relief to unemployed citizens of the State.

Incumbents function as individual contributors who possess advanced level experience and specialized skills, and provide technical expertise in one or more of the following areas:

***Information systems project management*** including responsibility for specialized projects of significant size, scope, and impact to agency operations. Duties include serving as the project leader; planning, organizing and directing project activities; conducting cost/benefit analyses; resolving design conflicts; data administration; resource allocation; contract negotiation; timeline development; critical path tracking; justifying the need for additional resources; and coordination with other work units within and outside the organization.

### SERIES CONCEPT (cont'd)

**Quality assurance** including total oversight of one or more major IT projects from inception through procurement. Duties include ensuring deliverables meet technical and/or contract requirements within time and fiscal constraints, and in accordance with established standards of quality; analysis of system life-cycles and growth projections; developing test plan checklists and auditing project activities and processes; preparing comprehensive reports regarding project progress; and meeting with agency administrators, project committees, vendors, external contractors and others to resolve schedule and cost issues and report progress. Duties require a comprehensive understanding of technical issues regarding application design including system development methodology, computer interface, data warehousing techniques, and legal and regulatory requirements.

**Systems administration** including the selection, analysis, maintenance, and modification of computer, communications, mainframe, and server hardware, operating systems, and auxiliary software packages required to support various information systems, and back-up and recovery of the agency's software and data. Duties include long-range planning for both hardware and software products; conducting detailed alternative analyses, cost/benefit analyses, and determining end-user requirements; and implementation of planning strategies, departmental policies and standards to ensure short and long-term goals and objectives are achieved within fiscal and other resource limitations.

**Network administration** including planning, designing, implementing, performance tuning, troubleshooting and administering multi-protocol, geographically dispersed networks including local area network (LAN) and wide area network (WAN) switches, routers, multiplexers and campus switches, and integrated WAN services. Duties also involve integration of WAN topologies.

**Database administration** including agency data modeling, database configuration, performance tuning, and back-up and recovery of data; develop and implement standards and procedures to convert, transfer, and interface data within and between databases; maintenance of data dictionaries, repositories, and related software; control and authorized sharing of information with multiple users within and/or outside the organization; and technical consultation regarding application development and utility executions within various database environments.

**Applications analysis and development** including the analysis, design, development, maintenance, and modification of information systems and applications. Duties include consulting with management to determine agency needs and system requirements, constructing and programming systems, integrating new implementations with existing hardware and software, conducting detailed alternative analyses, cost/benefit analyses, and determining end-user requirements. Duties require advanced level communication with a variety of audiences such as end-users, technicians, vendors, management, and others.

**Information security** including security administration, operation, and oversight of information systems and data within the realm of information security responsibility. Incumbents work with management and technical staff to develop a comprehensive information security program for integrated IT systems within the agency and are responsible for six or more of the following ten security domain areas:

- Access control – centralized / decentralized / remote / federated
- Application/system development security – validation / verification / guidelines
- Continuity of operations/disaster recovery planning – business recovery
- Cryptography – transport / storage / authentication / non-repudiation
- Information security management – awareness / policies / risk management / procedural standards
- Operational security (OPSEC) – threats / hostile code / techniques
- Physical technical security – access systems / structural / environmental controls
- Security architecture and models – methods / security operational standards
- Security law, investigation and ethics – cyber crime / incident response / security regulation
- Telecommunications/network security – enclave / monitoring / virtual private network / firewall / prevention

### SERIES CONCEPT (cont'd)

Incumbents may train, supervise, and evaluate the performance of subordinate staff and/or serve as a project leader as assigned.

Perform related duties as assigned.

\*\*\*\*\*

### ALLOCATION OF POSITIONS

Positions allocated to this series surpass other advanced journey level IT professionals by the requirement of advanced level knowledge and skills acquired through specialized training and certification in a designated area of IT.

Approved certifications from a nationally recognized/accredited organization require an extended period of instruction, hands-on experience, examination, and continuing education documentation or periodic reexamination. Certification requirements will be designated by the agency at the time the position is classified. The required professional certification must indicate a degree of excellence and expertise not typical of other IT professionals, but the possession of an approved certification by an incumbent is not sufficient for a position to be allocated to this series.

Training and certification must be directly applicable to assigned duties and result in significant, on-going benefit to the agency in a critical area. An evaluation process will be used to review education, required work experience, and the individual's competency in a field of expertise.

\*\*\*\*\*

### CLASS CONCEPTS

**Master IT Professional II:** Incumbents are technical experts in a specific IT area in which they have received the highest level of specialized training and certification from a nationally recognized/accredited organization. This training enables them to provide technical expertise beyond that which is provided by an IT Professional IV or III. Incumbents report to a manager or supervisor who may be at the same or lower grade level.

Incumbents provide the highest level of technical expertise in a specific IT area in an agency and receive no technical supervision. The incumbent's supervisor or co-workers have limited or no knowledge or experience in the area for which the incumbent has been certified.

Positions allocated to this class perform duties and assignments of a broad scope and critical nature, and the loss of the incumbent would have a critical adverse impact on the agency's operations, activities, and services if assigned duties and projects were unsuccessful. Failure typically has statewide effects. The agency considers the incumbent's job duties to be critical to continued service to users or project success.

**Master IT Professional I:** Incumbents are technical experts in a specific IT area in which they have received the highest level of specialized training and certification from a nationally recognized/accredited organization. This training enables them to provide technical expertise beyond that which is provided by an IT Professional IV or III. Incumbents report to a manager or supervisor who may be at the same or lower grade level.

Incumbents provide technical expertise in a specific IT area in an agency and receive limited technical supervision. The incumbent's supervisor or co-workers possess some knowledge or experience in the area for which the incumbent is certified.

Positions allocated to this class perform duties and assignments of a broad scope and high criticality, and the loss of the incumbent would have a high adverse impact on the agency's operations, activities, and services if assigned

### CLASS CONCEPTS (cont'd)

#### Master IT Professional I: (cont'd)

duties and projects were unsuccessful. Failure could have statewide effects. The agency considers the incumbent's job duties to be critical; however, others are qualified to perform the incumbent's duties should need arise. Other projects or systems would suffer considerably should it become necessary to reassign staff to perform the incumbent's duties.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* Professional certification from a nationally recognized/accredited organization, to be identified at the time of recruitment, is required at the time of appointment and as a condition of continued employment.
- \* Some positions require a pre-employment criminal history check and fingerprinting.
- \* Some positions are subject to call-out or call-back.
- \* Some positions require statewide travel.

#### MASTER IT PROFESSIONAL II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and six years of progressively responsible professional IT experience, three years of which were at the advanced journey level in a pertinent specialty area such as information systems project management, quality assurance, systems administration, network administration, database administration, applications analysis, or information security; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** various systems software products and their interrelationships; performance monitoring principles and related software products; vendor procedures for applying maintenance and temporary fixes; planning, development, and implementation of backup and recovery techniques and procedures for all data and applications software; administration of large complex networks to include wide area, campus, multi-agency or statewide multi-protocol networks. **Ability to:** apply advanced level knowledge and skills to projects and assignments deemed critical to the agency's mission; analyze and resolve complex issues and problems which directly impact the agency's services to the public, collection of revenue, and/or public safety; provide the highest level of technical consultation and training to the agency in developing, enhancing, implementing, and modifying information systems which support the agency's business processes; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT. **Working knowledge of:** IT needs and resources of the agency; technological advancements in a specialty area of IT.

#### MASTER IT PROFESSIONAL I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and five years of progressively responsible professional IT experience, two years of which were at the advanced journey level in a pertinent specialty area such as information systems project management, quality assurance, systems administration, network administration, database administration, systems development and applications programming, or information security; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

## MINIMUM QUALIFICATIONS (cont'd)

MASTER IT PROFESSIONAL I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** telecommunication technology and related systems software; principles, practices and procedures required to develop, design, implement, and maintain information system-based solutions; project control techniques, including cost estimating and resource scheduling; management of system software internals and system performance tuning techniques used in database management; network protocols; transport medium, transport theory and design; large, complex networks including wide area, campus, multi-agency or statewide multi-protocol networks; network protocols; network analysis concepts and techniques utilizing packet analyzers and the open systems interconnection reference (OSI) model to troubleshoot to resolution; concepts, characteristics, and capabilities of computer operating platforms; complex operating system command languages; disaster recovery, data recovery and backup concepts and techniques; system integration hardware and data communications techniques as applied to network operations; addressing and subnetting in a multi-protocol environment; large scale implementations of network services; network infrastructure design and management; dial-access servers, and multi-host services.

**Working knowledge of:** various systems software products and their interrelationships; vendor procedures for applying maintenance and temporary fixes; administration of complex, large networks to include wide area, campus, multi-agency or statewide multi-protocol networks; performance monitoring principles and related software products; interdependence of software operating in a multi-functioning, multi-user data processing environment; principles, practices, and techniques used in the installation, maintenance and support of WAN switching, routers, multiplexers, and dial access servers. **Ability to:** maintain certification in information systems project management, quality assurance, systems administration, network administration, database administration, systems development and applications programming, or information security; apply advanced level knowledge and skills to projects and assignments deemed highly critical to the agency's mission; provide high-level technical consultation and training; anticipate and plan for future information system technologies; translate data structures and algorithms; recommend and implement major system changes and enhancements; analyze and coordinate the resolution of database, associated software, and data dictionary/repository problems; analyze multi-protocol, multi-transport wide area network problems; use problem isolation tools and techniques to troubleshoot complex system problems; troubleshoot routing protocols, router operating system problems and WAN hardware; develop and implement task lists, timetables, and appropriate testing methodology to ensure the highest quality product; communicate effectively with various audiences including senior management, vendors, contractors, professional and technical staff, and others.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT. **Working knowledge of:** IT needs and resources of the agency; technological advancements in a specialty area of IT.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

7.9097.910

ESTABLISHED:	8/10/99UC	8/10/99UC
REVISED:	7/1/05LG	7/1/05LG
REVISED:	8/11/06PC	8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

### SERIES CONCEPT

Information Technology (IT) Professionals analyze, develop, implement, maintain, and modify computer operations, systems, networks, databases, applications, and/or information security. Incumbents may perform duties in one or more IT specialization areas depending on the needs of the agency.

Conduct detailed alternative analyses and determine end-user requirements through consultation with end-users, technicians, vendors, management, and others.

Maintain documentation related to the assigned IT specialization's architecture, operations, and other records of work activities as required.

Maintain current knowledge of technological trends and advancements in the IT field as well as security management practices, laws, policies, and ethics.

Participate in recommending and justifying resource allocations and expenditure decisions, tracking and recording expenditures, preparing purchase requests, and writing technical requirements for grant proposals.

Perform related duties as assigned.

\*\*\*\*\*

### SPECIALTY AREAS

Positions in this series focus on one of the specialty areas indicated below, perform a combination of duties in two or more areas, or function as generalists. The descriptions illustrate the nature of work commonly performed in an IT environment, but are not intended to be comprehensive. As technology evolves, other areas of specialization may emerge.

**Computer Operations:** direct help desk support and mainframe and server operations in order to ensure that all user files and reports are created, processed, and available in a timely manner and systems are maintained and monitored. Incumbents establish goals and objectives, arrange for emergency coverage, schedule staff rotations, and coordinate planned shutdowns of the system, system maintenance, and application software upgrades.

**Systems Administration:** select, analyze, maintain, and modify computer, communications, mainframe, and server hardware, operating systems, and auxiliary software packages required to support various information systems and back-up and recover the agency's software and data. Incumbents install and test new system components, troubleshoot hardware and software problems, and modify and enhance systems to improve performance. Incumbents improve file organization, solve job control language or systems programming language problems, analyze program failures, and develop or suggest utility program uses.

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 2 of 18

### SPECIALTY AREAS (cont'd)

***Systems Administration:*** (cont'd)

Incumbents provide technical assistance and training to system users that require them to analyze computer output and programs, code, research programming manuals, and solicit vendors and other professional staff for technical information.

***Network Administration:*** plan, design, develop, and verify the physical deployment of an integrated geographically dispersed information processing network. Incumbents administer networks comprised of multiple platforms, information resources, large grade applications, communications protocols, and physical network topologies.

***Database Administration:*** model agency data, configure databases, tune performance, and back-up and recover data. Incumbents develop and implement standards and procedures to convert, transfer, and interface data within and between databases; maintain data dictionaries, repositories, and related software; control the authorized sharing of information with multiple users within and/or outside the organization; and provide technical consultation regarding application development and utility executions within various database environments.

***Applications Analysis and Development:*** analyze, develop (design, program, and construct), implement, maintain, and modify various platforms of information systems. Incumbents are required to define and implement a solution to a given problem that requires an individually tailored response for end-user requirements. Incumbents must have the ability to program in a general purpose programming language, develop written requirements for proposed applications, develop and present applications training materials to users, and possess knowledge of the necessary interfaces to the computer operating system.

***Information Security:*** administer security policies, security operations, and/or maintain oversight of information systems and data within the assigned area of information security responsibility. Incumbents work with management and technical staff to develop a comprehensive information security program for integrated IT systems within the State or agency and are responsible for three or more of the following ten security domain areas:

- Access control – centralized / decentralized / remote / federated
- Application/system development security – validation / verification / guidelines
- Continuity of operations/disaster recovery planning – business recovery
- Cryptography – transport / storage / authentication / non-repudiation
- Information security management – awareness / policies / risk management / procedural standards
- Operational security (OPSEC) – threats / hostile code / techniques
- Physical technical security – access systems / structural / environmental controls
- Security architecture and models – methods / security operational standards
- Security law, investigation and ethics – cyber crime / incident response / security regulation
- Telecommunications/network security – enclave / monitoring / virtual private network / firewall / prevention

\*\*\*\*\*

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 3 of 18

## CLASS CONCEPTS

**IT Professional IV:** Under administrative direction, incumbents perform supervisory duties and manage projects of varying size, scope, and impact to agency operations to include serving as the project leader; planning, organizing, and directing project activities; resolving design conflicts; data administration; resource allocation; contract negotiation; timeline development; critical path tracking; justifying the need for additional resources; and coordination with other work units within and outside the organization as assigned. Non-supervisory positions must spend the preponderance of their time performing the most advanced professional work in project management and oversight or technology planning and consultation. Subordinates may include Master IT Professionals. Positions in the Information Security function are at the advanced journey level and may also perform supervisory duties.

**Systems Administration:** Incumbents perform the technical and professional work associated with the analysis, enhancement, maintenance, and installation of major information systems including different platforms of mainframes or servers, and participate in strategic planning for future information systems activity. Incumbents typically work with multiple complex information systems and have departmental and external scope. In addition, incumbents train, supervise, and evaluate the performance of IT professionals and support staff.

Typical tasks include serving as a principal technical resource person for a department's strategic information systems planning group and as a liaison to vendor technical personnel; evaluating and making technical recommendations regarding equipment configurations and associated software; performing system design work in situations of unusual difficulty or in the presence of critical or conflicting requirements; coordinating with other agencies and departments concerning technical issues; and designing monitoring techniques and/or equipment to assess system and application operation and performance.

**Network Administration:** Incumbents typically have responsibility for server deployment and agency architecture and participate in the fiscal decision making process and may have primary responsibility for decisions made. Incumbents spend the majority of their time on network design/architecture and less time on troubleshooting and maintenance than lower levels in the same IT specialization; typically have administrative control of routers; and serve as project managers and regularly interact with vendors. Failure typically has agency-wide effects. In addition, incumbents train, supervise, and evaluate the performance of IT professionals and support staff.

Typical tasks include diagnosing and optimizing distributed applications interconnectivity issues; designing agency network architecture; placing, testing, and verifying distributed applications interconnectivity; integrating directory services; configuring distributed authentication; supporting multiple platforms; configuring firewalls; designing, configuring, and installing virtual private networks; comparing departmental security policies to State policies; writing security compliance and exception reports; and analyzing authentication logs.

**Database Administration:** Incumbents plan, direct, design and coordinate multiple agency databases; establish agency database policies and procedures that are compliant with Statewide policy and procedures; determine information needs to include planning, analyzing, modeling, documenting and designing statewide database systems; enforce established standards and procedures; ensure that databases are available to authorized persons; and participate in State IT activities and policy-making activities and/or serve on various committees and work groups. In addition, incumbents train, supervise, and evaluate the performance of IT professionals and support staff.

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 4 of 18

## CLASS CONCEPTS (cont'd)

### IT Professional IV (cont'd)

**Applications Analysis and Development:** Incumbents perform the most advanced professional work to solve current and anticipated user problems using the capabilities of an information system; review present and prospective software and/or hardware methodologies in order to keep agency practices current with advancing technology; analyze and resolve implementation design issues in situations of unusual difficulty or in the presence of critical or conflicting requirements; translate user or project requirements characterized by conflicting or critical design parameters into a computer based solution; act as an acknowledged authority on a broad range of developmental and implementation issues and serve as the primary technical resource for lower level personnel; and discover general solution approaches to entire classes of related problems. In addition, incumbents train, supervise, and evaluate the performance of a staff of IT professionals and support staff.

Typical tasks include serving as a liaison to IT personnel, vendors, outside users, and others; coordinating with other agencies and departments concerning technical issues; developing and documenting appropriate standards and criteria for acceptable programming, documentation, and systems development life cycle practice; maintaining technical currency in coding techniques; programming proof of concept and implementable applications as assigned; developing, implementing, coding, testing, and documenting a program written in a general purpose programming language.

**Information Security:** Under general direction, incumbents perform advanced journey level duties and are responsible for directing and managing the division/unit information security program with direct authority for the design, establishment, administration, and execution of a portion of the division/unit information security program which typically has Statewide effects. Incumbents may train, supervise, and evaluate the performance of subordinate staff as assigned.

Incumbents perform all or some of the duties described in the series concept at the division/unit level with at least 70% of their daily activities devoted solely to information security. Incumbents interact with internal and external peers and higher supervisory levels in order to answer questions requiring explanation or interpretation of information security standard procedures, identify complex information security risks, vulnerabilities and problems; select the best course of mitigation actions for security issues; and solve security problems involving some conflict and requiring interpretation/application of policy.

**IT Professional III:** Under general direction, incumbents perform advanced journey level duties and may train, supervise, and evaluate the performance of subordinate staff and/or serve as a project leader as assigned. Incumbents may function as a unit leader to include directing the activities of a branch IT support unit, overseeing projects of limited scope, and coordinating activities with other work groups. This is a supervisory level for Computer Operations and the journey level for Information Security positions.

**Computer Operations:** Under general direction, incumbents supervise IT Technician Trainees, I's, II's, III's, IV's and subordinate supervisors, in a large computer operations center. Incumbents may be required to supervise IT Technician V's and/or VI's. The operations center (full function data center) has a complex environment and does not depend on any other systems to complete tasks.

**Systems Administration:** Incumbents perform advanced professional work associated with the analysis, enhancement, maintenance, and installation of application-independent hardware and/or software components of one or more information systems including mainframes or servers. Incumbents typically work with systems that are large and complex, involve multi-user and multi-tasking capabilities, and have

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 5 of 18

## CLASS CONCEPTS (cont'd)

### IT Professional III (cont'd)

#### **Systems Administration:** (cont'd)

departmental scope. Problems encountered are diverse and occasionally unprecedented so that unique solutions must be researched and implemented. Typical tasks include evaluating and making technical recommendations regarding equipment configurations and associated software; serving as a liaison to vendor technical personnel; coordinating with other agencies and departments concerning technical issues; and designing and implementing monitoring techniques and/or equipment to assess system and application operation and performance.

**Network Administration:** Incumbents verify and validate purchase costs and fulfillment of requirements; may integrate servers into a geographically dispersed network; and may have administrative control of routers. Failure could have agency-wide effects.

Typical tasks include configuring virtual local area networks (LANs), verifying interconnectivity of distributed applications, configuring data storage networks, deciding correct and optimal devices to solve service or configuration issues, reporting network capacity and statistics, and designing directory services in a large geographically dispersed network.

**Database Administration:** Incumbents perform the full range of duties described in the series concept, function independently, exercise administrative control in defining database architecture at an advanced level, and are typically located in large State agencies and are responsible for managing multiple statewide databases. Incumbents work independently as the agency's database administrator.

**Applications Analysis and Development:** Incumbents perform advanced professional work in the analysis of user requirements and development and implementation of computer based solutions; review available hardware and/or software tools to choose implementation platform; perform advanced level analytical and technical work where user or project requirements are of considerable complexity; determine project objectives by analyzing user needs and developing an overall logical model and sequencing of the tasks to be implemented; require detailed knowledge of the user's subject matter; and develop a detailed plan for problem segmentation, inter-module linkage, and implement individual components.

Typical tasks include providing mid-level consultation and/or training for IT personnel and systems users; coordinating with other agencies and departments concerning technical issues; following agency test and validation procedures and suggest improvements; maintaining technical currency in coding techniques; programming prototype and implementable applications as assigned; and developing, implementing, coding, testing, and documenting multiple program segments written in a general purpose programming language.

Incumbents' work potentially involves errors that disable or delay the project in question, causing inconvenience to others and costly repairs; are assigned projects having broad scope and are responsible for successful operation of the project; carry full responsibility for information systems projects of significant size and scope and are expected to resolve design conflicts and perform comparative analysis on the costs/benefits of various implementation alternatives; and work directly affects numerous users and agency programs.

**Information Security:** Under limited supervision, incumbents perform journey level duties and implement program/project information security tasks with responsibility for the design, establishment, administration, and execution of the assigned portion of the department/division/unit information security program; and for the planning and implementation of information security initiatives at the functional,

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 6 of 18

## CLASS CONCEPTS (cont'd)

### IT Professional III (cont'd)

#### **Information Security:** (cont'd)

project or program level. Incumbents perform some or all of the duties described in the series concept at a program/project level with at least 70% of their daily activities devoted solely to information security. Incumbents interact with internal and external peers and supervisory levels in order to answer questions requiring explanations or interpretations of information security standard procedures and to solve security problems involving some conflict and requiring interpretation/application of policy.

**IT Professional II:** Under general supervision, incumbents perform journey level duties and may serve as a lead worker to lower level IT staff as assigned. This is a supervisory level for the Computer Operations function.

**Computer Operations:** Under limited supervision, incumbents supervise a shift of IT Technician Trainees, I's, II's, III's, IV's and subordinate supervisors in a large computer operations center, or multiple shifts in a smaller environment. Incumbents may be required to supervise IT Technician V's and/or VI's.

**Systems Administration:** Incumbents perform professional work in the analysis, enhancement, maintenance, and installation of application-independent hardware and/or software components of one or more information systems including mainframes or servers. Incumbents typically work with systems that involve multi-user and multi-tasking capabilities. Problems encountered tend to be of a recurring kind and solutions are derived through application of standard professional practices and procedures.

Typical tasks include making technical recommendations regarding equipment configurations and associated software and communicate with vendor technical support; performing general system upkeep such as installing vendor supplied changes, backing up and restoring systems and files, monitoring directory services, logging changes, and updating documentation; and implementing monitoring techniques and/or equipment to assess system operation and performance.

**Network Administration:** Incumbents may configure and deploy servers, may provide technical training and guidance to other networking staff members, and may be asked to obtain quotes and vendor names and provide resource allocation recommendations. Failure is mitigated by limited scope of influence.

Typical tasks include designing directory services, choosing distributed services methodologies, administering data storage networks, configuring primary and secondary authentication, monitoring device capacity, providing basic troubleshooting of network devices using limited administrative access, and implementing limited transport and server security policies.

Incumbents may install workstations or troubleshoot and repair hardware and software problems, however, the focus of positions in this specialty is to plan, design, develop, and verify the logical design and administer the physical deployment of an integrated geographically dispersed information processing network.

**Database Administration:** Incumbents monitor and maintain the database; install software utilities, tools, and programming languages; and resolve problems in the database caused by application design or processing in a database management environment.

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 7 of 18

## CLASS CONCEPTS (cont'd)

### IT Professional II (cont'd)

**Applications Analysis and Development:** Incumbents perform professional and technical work in the analysis of user requirements and development and implementation of computer based solutions; review available hardware and/or software tools in order to make appropriate recommendations; perform technical work that involves identifying user requirements, coding, development, and implementation of computer based solutions, problem analysis and implementation of a solution in situations of moderate difficulty; analytical and technical work where user or project requirements are of moderate complexity; develop a detailed plan for problem segmentation and inter-module linkage and implement individual components; determine project objectives by analyzing user needs; and determine the nature and sequence of the tasks that must be implemented in order to produce a solution.

Typical tasks include providing basic consultation and/or training for IT personnel and systems users; following agency test and validation procedures; maintaining technical currency in coding techniques; programming prototype applications as assigned; and developing, implementing, coding, testing, and documenting one or more significant program segments written in a general purpose programming language.

Incumbents' work potentially involves errors that disable or delay the project in question, causing inconvenience to others and additional costs to correct; are assigned projects that tend to be limited in scope and are responsible for successful operation of the project; and work directly affects users of the project and actions and decisions affect important, ongoing projects within an agency.

**IT Professional I:** Under general supervision, incumbents perform duties as continuing trainees. This is a supervisory level for the Computer Operations function.

**Computer Operations:** Under general supervision, incumbents supervise IT Technician Trainees, I's, II's, III's, and IV's. Some incumbents may be required to supervise IT Technician V's and/or VI's.

**Systems Administration, Network Administration, Database Administration, Applications Analysis and Development:** Incumbents receive training in the performance of many of the duties described in the series concept. Progression to the next level in the series may occur upon meeting minimum qualifications and with the approval of the appointing authority.

**IT Professional Trainee:** Under close supervision of a higher-level IT Professional, incumbents acquire the requisite knowledge, skills, and abilities and gain experience in a specialized information technology area such as systems administration, network administration, database administration, or applications analysis and development. Incumbents perform a variety of IT-related duties as trainees. Progression to the next level in the series may occur upon meeting minimum qualifications and with the approval of the appointing authority.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* Some positions require a pre-employment criminal history check and fingerprinting.
- \* Some positions are subject to call-out or call-back.

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 8 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### SPECIAL REQUIREMENTS (cont'd)

- \* Some positions require specialized certification that will be identified at the time of recruitment.
- \* Some positions require statewide travel.
- \* Some positions require work on evenings, weekends, and/or holidays.

#### In addition, some positions in Computer Operations require:

- \* IT Professional III – One year of the required experience must have been in a supervisory capacity.

#### INFORMATIONAL NOTES:

- \* Applicants for positions in this series may have a combination of complementary education, experience, knowledge, skills, and abilities that qualify for the class level and specialty being recruited.

#### Additional Informational Notes for Information Security positions:

- \* International Information Systems Security Certification Consortium, Inc (ISC<sup>2</sup>) – Certified Information System Security Professional (CISSP) is equivalent to three years of experience.
- \* Information Systems Audit and Control Association (ISACA) – Certified Information Security Manager (CISM) is equivalent to two years of experience.
- \* Global Information Assurance Certification (GIAC) – Security Expert is equivalent to two years of experience.
- \* Other nationally recognized information security certifications may be substituted for up to one year of experience.
- \* Nevada Information Security Professional (NISP) or CISSP certification must be obtained within 12 months of appointment and maintained as a condition of continued employment.

### IT PROFESSIONAL IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and five years of progressively responsible professional IT experience relevant to the duties of the position which may include systems administration, network administration, database administration, applications analysis and development, and/or information security, two years of which were at the advanced journey level or in a supervisory or project management capacity; **OR** bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and five years of progressively responsible professional IT experience which may include systems administration, network administration, database administration, applications analysis and development, and/or information security, relevant to the duties of the position, two years of which were at the journey level in information security; **OR** two years of relevant experience as an IT Professional III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 9 of 18

## MINIMUM QUALIFICATIONS (cont'd)

### IT PROFESSIONAL IV (cont'd)

#### **Systems Administration:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** principles of designing test procedures; principles, practices, and procedures required to design, analyze, and maintain software; principles, tools, and techniques as applied to writing and modifying programs; systems programming languages and techniques. **Working knowledge of:** capacity planning techniques; performance monitoring principles and related software products; telecommunication technology and related systems software; various systems software products and their interrelationships; vendor procedures for applying maintenance and temporary fixes. **General knowledge of:** supervisory principles and techniques. **Ability to:** analyze and diagnose operational hardware and software problems occurring in a computer environment; anticipate and plan for future information system technologies; assign work to and coordinate and train subordinate personnel; develop and prioritize task lists and resolve problems; develop technical specifications for bid requests and analyze vendor responses; implement state wide, multi-departmental operating systems; provide high-level technical consultation and training. **Skill in:** developing specialized programs for other programmers; improving the performance of complex computer systems; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

#### **Network Administration:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** the methodology for implementing distributed applications; network authentication; data storage networks; network security design and implementation; network communications hardware such as routers, switches, and firewalls; systems integration, hardware, and data communications; virtual private networks and virtual LANs; network performance trending and network utilization; data processing systems; network design and architecture. **Working knowledge of:** network file and application servers, project management, directory services integration, intrusion detection/prevention systems logs, data encryption methodologies. **General knowledge of:** supervisory practices. **Ability to:** configure and deploy firewalls, routers, and switches; present network design recommendations to management; implement network design changes; provide technical training, direction, and leadership; plan, organize, and direct projects; provide communications protocol analysis for large applications; design and configure virtual private networks; interpret authentication logs; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

#### **Database Administration:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** database and operating system performance tuning and monitoring; database backup and recovery scenarios and methodologies; software installation, configuration and maintenance; structured query language. **Ability to:** analyze and recommend the purchase/lease of client server applications, database products, and development and integration tools; provide effective and responsive

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 10 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### IT PROFESSIONAL IV (cont'd)

##### **Database Administration:** (cont'd)

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (cont'd)

customer service in a computing environment directly supporting business operations; design, code and debug stored procedures and functions; lead the architecture, design and implementation of new database applications; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

##### **Applications Analysis and Development:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** access methods and file structures; at least one formal systems design methodology; principles of designing test procedures; principles, practices and procedures required to develop, design and implement information system-based solutions in a wide range of problem domains; strengths and limitations of a number of general purpose programming languages (in software-oriented positions). **Working knowledge of:** project control techniques, including cost estimating and resource scheduling. **General knowledge of:** a network topology and protocol; computer platforms, capabilities and support software; supervisory principles and techniques; telecommunications principles and support software. **Ability to:** assign work to and coordinate and train subordinate personnel; extract logical commonalities among classes of problems; select appropriate data structures and algorithms to achieve efficient problem representation and resolution; translate data structures and algorithms. **Skill in:** problem solving, analysis and synthesis; *and all knowledge, skills and abilities required at the lower levels in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

##### **Information Security:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** current principles, theories, practices and procedures related to information security management; five of the ten information security domains; general-purpose security controls; current information security trends and technologies; strategic planning and project management at the division/work unit level; policy development and implementation; methods and techniques used to safeguard against accidental or unauthorized modification, destruction or disclosure of data to meet security needs; interagency business practices and principles. **Ability to:** identify complex information security risks, vulnerabilities and problems; select the best course of mitigation actions for security issues; assess the security and/or vulnerability of information assets to assist in developing a risk assessment of multiple security domains; assess costs and present alternatives for the assigned area of responsibility; analyze data, solve problems and make appropriate decisions within five of the ten domains; design appropriate solutions to complex security problems; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 11 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### IT PROFESSIONAL IV (cont'd)

##### **Information Security:** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental regulations, policies, standards and procedures related to IT systems, services and security. **General knowledge of:** State personnel and purchasing regulations.

#### IT PROFESSIONAL III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and three years of progressively responsible professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, applications analysis and development, and/or information security, one year of which was at the journey level; **OR** one year of relevant experience as an IT Professional II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

##### **Computer Operations:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** basic elements of programming in order to generate all required reports and special projects as required of the data processing section; computer operating system including all functions, schedules, workflows, and processes; data communication networks; principles of operation, capabilities and limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; supervisory principles and techniques.

**Working knowledge of:** diagnostic procedures as needed in verifying systems; principles of operation, capabilities and limitations of a computer system and related equipment in order to efficiently and effectively produce the final work product; the principles of operation, capabilities and limitations of a multi-programming computer system and related equipment. **General knowledge of:** computer programming documentation techniques as needed in setting up and verifying systems programs. **Ability to:** analyze and develop current and proposed computer operation procedures for efficient and effective operations; anticipate changes and new directions within the data processing environment; plan, organize and direct a twenty-four hour, seven-day-a-week shift operation of a computer system; understand and apply technical manuals, environmental requirements and physical planning; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT, purchasing, and personnel administration; workflow within the agency.

##### **Systems Administration:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** Some positions require knowledge of specific departmental information systems.

**Working knowledge of:** principles of designing test procedures; principles, practices, and procedures required to design, analyze, and maintain software; principles, tools, and techniques as applied to writing and modifying programs; systems programming languages and techniques. **General knowledge of:** capacity planning techniques; performance monitoring principles and related software products; telecommunication technology and related systems software; various systems software products and their interrelationships; vendor procedures for applying maintenance and temporary fixes. **Ability to:** communicate effectively orally and in writing; evaluate and tailor information system hardware and/or

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 12 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### IT PROFESSIONAL III (cont'd)

##### **Systems Administration:** (cont'd)

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (cont'd)

software to meet local requirements; implement auxiliary software and subsystems; maintain effective working relationships with others; provide mid-level technical consultation and training; recommend and implement system changes. **Skill in:** implementing changes to a variety of networking systems; managing large volumes of data on various storage media; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

##### **Network Administration:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** directory services; network operating systems; network problem troubleshooting; concepts, characteristics, and capabilities of network based applications; current and emerging trends in developing computer networking technology; principles and practices of data backup and recovery; the principles, practices, and techniques used to install, maintain, and support LANs and wide area networks (WANs); computer network communication protocols; the concepts, characteristics, and capabilities of computer operating systems. **Working knowledge of:** the methodology for implementing distributed applications; network authentication; data storage networks; network security design and implementation; network communications hardware such as routers, switches, and firewalls; systems integration and optimization; virtual private networks and virtual LANs. **Ability to:** recommend hardware to solve network issues; verify router configuration and optimize routes; perform cost/benefit analysis; present network design concepts to management and users; integrate servers into a geographically dispersed network; participate in vendor interaction and verify that requirements are met; verify efficient interconnectivity of distributed applications; verify network capacity and provide utilization statistics; configure and upgrade data storage networks; solve network problems; interpret technical manuals; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

##### **Database Administration:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** physical and logical database structure and design; database backup and recovery scenarios and methodologies; database security management and data integrity. **Working knowledge of:** computer and network operating systems, computer hardware, and communications systems; database and operating system performance tuning monitoring; business practices and procedures; customer service standards and procedures; business software, systems analysis, systems design, system development lifecycle, and information architecture to effectively design and create databases; structured query language. **Ability to:** coordinate system design, applications and software programming, and computer operations activities relative to the database environment; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 13 of 18

## MINIMUM QUALIFICATIONS (cont'd)

### IT PROFESSIONAL III (cont'd)

#### **Applications Analysis and Development:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** basic programming techniques such as table handling and on-line file updates; general purpose programming languages (in software-oriented positions); principles, tools and techniques as applied to writing, modifying and documenting programs; techniques of diagramming program flow.

**Working knowledge of:** access methods and file structures; at least one formal systems design methodology; principles of designing test procedures; principles, practices and procedures required to develop, design and implement information system-based solutions in a wide range of problem domains.

**General knowledge of:** project control techniques, including cost estimating and resource scheduling.

**Ability to:** utilize interactive programming techniques; logically analyze problems of considerable complexity; test and validate information systems; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

#### **Information Security:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** three of the ten security domains; current principles, theories, practices and procedures of information security management. **General knowledge of:** general-purpose security controls; current information security trends and technologies. **Ability to:** develop plans to safeguard against accidental or unauthorized modification, destruction or disclosure of data to meet security needs; assess costs and present alternatives for the assigned area of responsibility; participate in long-term projects and strategic planning; organize resources and materials in order to meet project timelines; assess the security and/or vulnerability of information assets to assist in developing a risk assessment; analyze data, solve problems and make appropriate decisions within three of the ten domains; provide effective and responsive customer service; establish and maintain positive working relationships with others; develop and implement information security training materials and workshops. **Skill in:** technical writing, report preparation and oral communication.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State and department regulations, policies, standards, and procedures; Nevada Revised Statutes pertaining to information systems, services and security. **General knowledge of:** State Personnel regulations and processes. **Ability to:** identify information security risks, vulnerabilities, and problems for an agency. **Skill in:** agency business principles, practices, and activities.

### IT PROFESSIONAL II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and two years of progressively responsible professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, and/or applications analysis and development; **OR** two years of experience as an IT Professional I in Nevada State service; **OR** four years of relevant technical experience as an IT Technician IV or above in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 14 of 18

## MINIMUM QUALIFICATIONS (cont'd)

### IT PROFESSIONAL II (cont'd)

#### **Computer Operations:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** basic elements of programming in order to generate all required reports and special projects as required of the data processing section; computer operating system including all functions, schedules, workflows, and processes; data communication networks; principles of operation, capabilities and limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; supervisory principles and techniques. **General knowledge of:** diagnostic procedures as needed in verifying systems; principles of operation, capabilities and limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; the principles of operation, capabilities and limitations of a multi-programming computer system and related equipment. **Ability to:** plan, organize and direct a shift or multi-shift operation of a computer system in order to facilitate the workflow; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** State regulations related to IT and purchasing; workflow within the agency. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

#### **Systems Administration:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** strengths and limitations of a number of general purpose programming languages. **Working knowledge of:** specific departmental information systems (select positions). **General knowledge of:** principles of designing test procedures; principles, practices, and procedures required to design, analyze, and maintain software; principles, tools, and techniques as applied to writing and modifying programs; systems programming languages and techniques. **Ability to:** make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); provide general technical consultation and training; recommend and implement systems change. **Skill in:** interviewing users to identify needs; problem solving, analysis and synthesis; solving information systems problems; some positions may require skill in the use of LAN management software, audio generating equipment, data concentrators, front-end processors, data scopes and recorders, tone modulation test sets, and voice frequency (VF) monitoring equipment; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** departmental policies and procedures related to systems administration.

#### **Network Administration:**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** directory services; network operating systems; network security practices; network problem troubleshooting; the concepts, characteristics, and capabilities of network based applications; current and emerging trends in developing computer networking technology; the principles and practices of data backup and recovery; the principles, practices, and techniques used to install, maintain, and support LANs and WANs; the concepts, characteristics, and capabilities of computer operating systems. **General knowledge of:** methodology for implementing distributed applications; network authentication; data storage networks. **Ability to:** write performance and utilization reports; collect and analyze data; implement network changes or additions; communicate complex technical concepts and terminology to agency management and network users; implement and maintain directory

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 15 of 18

## MINIMUM QUALIFICATIONS (cont'd)

### IT PROFESSIONAL II (cont'd)

#### **Network Administration:** (cont'd)

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (cont'd)

services; resolve issues quickly with minimal outside help; configure and deploy servers; configure user rights and permissions; monitor device utilization; interpret information security policies; install workstations; troubleshoot hardware and software; understand technical manuals; verify compliance with information security policies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** departmental policies and procedures related to network administration.

#### **Database Administration:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** physical and logical database structure and design; database backup and recovery scenarios and methodologies; database security management and data integrity. **General knowledge of:** database and operating system performance tuning monitoring; business practices and procedures; customer service standards and procedures; business software, systems analysis, systems design, system development lifecycle, and information architecture to effectively design and create databases; computer and network operating systems, computer hardware, and communications systems; structured query language. **Ability to:** work effectively on multiple projects with overlapping deadlines; communicate and work well with changing priorities and frequent interruptions. **Skill in:** code migration, database change management, and data management through the various stages of the development life cycle; technical writing and report preparation; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** departmental policies and procedures related to database administration.

#### **Applications Analysis and Development:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** at least one general purpose programming language (in software-oriented positions); basic programming techniques such as table handling and on-line file updates; principles, practices, and procedures required to design and implement information systems-based solutions; principles, tools and techniques as applied to writing, modifying and documenting programs; techniques of diagramming program flow. **General knowledge of:** access methods and file structures; at least one formal systems design methodology; principles of designing test procedures; principles, practices and procedures required to develop, design and implement information system-based solutions in a wide range of problem domains. **Ability to:** decompose problems into constituent parts; interview users to identify needs; make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); test and validate systems; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** departmental policies and procedures related to applications analysis and development.

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 16 of 18

## MINIMUM QUALIFICATIONS (cont'd)

### IT PROFESSIONAL I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and one year of IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, and/or applications analysis and development; **OR** one year of experience as an IT Professional Trainee in Nevada State service; **OR** three years of relevant technical experience as an IT Technician IV or above in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

#### **Computer Operations:**

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** basic elements of programming in order to generate all required reports and special projects as required of the data processing section; computer operating system including all functions, schedules, workflows, and processes; data communication network; principles of operation, capabilities and limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; supervisory principles and techniques. **Ability to:** analyze and develop current and proposed computer operation procedures for efficient and effective operations; communicate effectively orally and in writing; correctly identify, diagnose, and rectify problems related to computer operations; evaluate equipment utilization and output in order to provide management with recommendations concerning hardware/software purchases; maintain effective working relationships with others; make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); order and maintain supplies; organize and direct disk and tape libraries; understand and apply technical manuals; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** workflow within the agency. **Working knowledge of:** State regulations related to IT, purchasing and personnel administration.

#### **Systems Administration:**

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** strengths and limitations of a number of general purpose programming languages. **General knowledge of:** principles of designing test procedures; programming techniques; some positions require knowledge of specific departmental information systems. **Ability to:** communicate effectively orally and in writing; maintain effective working relationships with others. **Skill in:** problem solving, analysis and synthesis; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Systems Administration.)*

#### **Network Administration:**

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** directory services; network operating systems; network security practices; network problem troubleshooting; the concepts, characteristics, and capabilities of network based applications; current and emerging trends in developing computer networking technology; the principles and practices of data backup and recovery; the principles, practices, and techniques used to install, maintain, and support LANs and WANs; the concepts, characteristics, and capabilities of computer operating systems. **Ability to:** communicate effectively orally and in writing; establish and maintain

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 17 of 18

## MINIMUM QUALIFICATIONS (cont'd)

### IT PROFESSIONAL I (cont'd)

#### **Network Administration:** (cont'd)

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (cont'd)

effective working relationships with others; exercise judgment and creativity; investigate and analyze information and draw conclusions; learn and adapt to new technologies; logically analyze problems of limited complexity; maintain effective working relationships with others; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Network Administration.*)

#### **Database Administration:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** programming languages and techniques; application development. **General knowledge of:** current database methods and concepts; systems analysis and design; database systems and applications. **Ability to:** read and interpret technical manuals and specification documents on hardware and software; establish and maintain effective working relationships with others; communicate effectively orally and in writing; learn and adapt to new technologies; exercise judgment and creativity; investigate and analyze information and draw conclusions. **Skill in:** analysis, problem solving and decision-making; organization and time management; one or more application programming languages and techniques; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Database Administration.*)

#### **Applications Analysis and Development:**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** at least one general purpose programming language (in software-oriented positions); basic programming techniques such as table handling and on-line file updates; principles, practices, and procedures required to design and implement information systems-based solutions; principles, tools and techniques as applied to writing, modifying and documenting programs; techniques of diagramming program flow. **Ability to:** communicate effectively orally and in writing; logically analyze problems of limited complexity; maintain effective working relationships with others; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Applications Analysis and Development.*)

### IT PROFESSIONAL TRAINEE

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field. (*See Special Requirements and Informational Notes*)

IT PROFESSIONAL IV	41	B	7.921
IT PROFESSIONAL III	39	B	7.925
IT PROFESSIONAL II	37	B	7.926
IT PROFESSIONAL I	34	B	7.929
IT PROFESSIONAL TRAINEE	31	B	7.951

Page 18 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### IT PROFESSIONAL TRAINEE (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** theories, principles, and concepts related to IT; modern computer hardware and software. **General knowledge of:** sources of information and research techniques; problem-solving methods. **Ability to:** communicate effectively both orally and in writing; establish and maintain effective working relationships with others; analyze data and reach logical conclusions; learn to perform professional level duties in a specialized area of information technology; write grammatically correct business correspondence; read and understand technical information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** practices and procedures common to the IT area to which assigned; agency policies related to assigned activities.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.921</u>	<u>7.925</u>	<u>7.926</u>	<u>7.929</u>	<u>7.951</u>
ESTABLISHED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	7/1/05P 10/1/04PC	7/1/05P 10/1/04PC	7/1/05P 10/1/04PC	7/1/05P 10/1/04PC	
REVISED:					3/25/05PC
REVISED:	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>BUSINESS PROCESS ANALYST III</b>	<b>38</b>	<b>B</b>	<b>7.655</b>
<b>BUSINESS PROCESS ANALYST II</b>	<b>36</b>	<b>B</b>	<b>7.656</b>
<b>BUSINESS PROCESS ANALYST I</b>	<b>34</b>	<b>B</b>	<b>7.657</b>

### SERIES CONCEPT

Business Process Analysts apply an in-depth knowledge of the agency's program areas to define and implement a solution to a given problem that requires an individually tailored response for end-user requirements.

Analyze business processes by maintaining documentation of agency business processes, developing procedural alternatives in the absence of properly operating software, identifying work processes that may be automated, researching and evaluating computer hardware and software needs, defining potential benefits of proposed system or deficiencies to be corrected in the existing system, proposing business process improvements, and defining and documenting data definitions and relationships to be used in the foundation of systems development.

Develop requirements by participating in agency program planning; determining business function and end-user requirements through consultation with end-users, technicians, vendors, management, and others; conducting detailed alternative analyses; developing written requirements for proposed systems and applications; writing technical requirements for grant proposals as required; and preparing documentation for the computer system manual.

Monitor financial aspects of system development by participating in recommending and justifying resource allocations and expenditure decisions, participating in budgeting, preparing purchase requests, tracking and recording expenditures, and tracking project progress and costs.

Test systems functionality by preparing test plans and participating in quality assurance.

Monitor system implementation by participating in procedure development and evaluation, preparing end user procedures, devising and implementing procedure modifications, developing transition plans, developing training material, and participating in training development and presentation for a variety of agency programs and applications.

Analyze the regulatory environment by reviewing new and revised federal and State laws, regulations, and agency policies and interpreting their effect on the program area.

Coordinate with other professional staff by initiating system work requests, assisting staff in developing bridging specifications to program areas that interact with computer processes and output, and working with programmers to test and support implementation of system changes.

Perform related duties as assigned.

\*\*\*\*\*

<b>BUSINESS PROCESS ANALYST III</b>	<b>38</b>	<b>B</b>	<b>7.655</b>
<b>BUSINESS PROCESS ANALYST II</b>	<b>36</b>	<b>B</b>	<b>7.656</b>
<b>BUSINESS PROCESS ANALYST I</b>	<b>34</b>	<b>B</b>	<b>7.657</b>

Page 2 of 4

## DISTINGUISHING CHARACTERISTICS

Business Process Analysts focus on improving business processes, require agency program specific knowledge and experience, and apply recognized data processing concepts to business process planning and analyses.

Management Analysts focus on financial and regulatory analysis, and budget and management research and improvement.

IT Professionals specializing in applications analysis and development focus on applications analysis, programming, and perform all steps of the systems development life cycle.

\*\*\*\*\*

## CLASS CONCEPTS

**Business Process Analyst III:** Under general direction, incumbents train, supervise, and evaluate the performance of subordinate staff and may serve as project leaders with responsibility for defining and managing the project scope and objectives. Non-supervisory positions allocated to this level receive minimal or no technical supervision within their department.

Incumbents are responsible for long range, broad based planning for a variety of complex automated programs and policy development affecting major aspects of the work unit's activities/functions and perform all lower level duties as required.

Incumbents prepare project justifications; manage project funding, resource allocation, timelines, status reports, and implementation plans; implement projects; and review work and provide technical and professional guidance to subordinate staff and contractors.

**Business Process Analyst II:** Under limited supervision, incumbents perform the full range of journey level duties described in the series concept. Incumbents may serve as a leadworker as assigned.

**Business Process Analyst I:** Under general supervision, incumbents receive training in the duties described in the series concept or may be permanently allocated at the sub-journey level.

Incumbents apply recognized data processing concepts to business process plans and analyses; develop work/data flow diagrams that illustrate and describe functional processes of the system including identification of required interfaces to external systems/entities; document business and functional requirements for proposed projects; document and review test results to assess the accuracy and completeness of application code; monitor quality assurance for a variety of programs; train staff on the use of the system/software either individually or in a classroom setting; and consult with programmers regarding the technical requirements, logic, and deficiencies of programs.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Some positions require a pre-employment criminal history check and fingerprinting.
- \* Some positions are subject to call-out or call-back.
- \* Some positions require statewide travel.

<b>BUSINESS PROCESS ANALYST III</b>	<b>38</b>	<b>B</b>	<b>7.655</b>
<b>BUSINESS PROCESS ANALYST II</b>	<b>36</b>	<b>B</b>	<b>7.656</b>
<b>BUSINESS PROCESS ANALYST I</b>	<b>34</b>	<b>B</b>	<b>7.657</b>

Page 3 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### **BUSINESS PROCESS ANALYST III**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and three years of progressively responsible professional experience in a related program area analyzing and interpreting program laws, regulations, policies and procedures, which included two years of experience applying recognized data processing concepts to business process planning and analyses; **OR** one year of experience as a Business Process Analyst II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** system documentation principles; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; business process planning and analysis; at least one formal systems design methodology; practices and procedures required to develop, design, and implement information system-based solutions in a wide range of problem domains. **General knowledge of:** basic principles and practices of training and providing procedural direction to others; project team dynamics; project control techniques, including cost estimating and resource scheduling. **Ability to:** plan, implement, and maintain information systems on an agency-wide basis; perform feasibility studies/cost benefit analysis for information systems; set priorities that accurately reflect the relative importance of department and/or division goals and objectives; logically analyze problems of considerable complexity. **Skill in:** researching, writing, and presenting program plans, complex narrative and statistical reports, and requests for proposals; interpreting and applying broad statutes and regulations to specific situations; establishing and maintaining project priorities, timelines and completion dates; providing technical and professional guidance to staff; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State purchasing procedures; principles of training, coaching, and supervision if applicable to the position.

#### **BUSINESS PROCESS ANALYST II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and two years of professional experience in a related program area analyzing and interpreting program laws, regulations, policies and procedures, which included one year of experience applying recognized data processing concepts to business process planning and analyses; **OR** one year of experience as a Business Process Analyst I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** a variety of end-user tools and applications; principles, practices, and procedures required to design and implement information systems-based solutions. **General knowledge of:** automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations; at least one formal systems design methodology; principles, practices and procedures required to develop, design, and implement information system-based solutions in a wide range of problem domains. **Ability to:** perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies and procedures and prepare plans for revision; coordinate the exchange of information and opinions with others to formulate policy and procedures; apply multiple, complex program regulations, policies and procedures and select alternative methods that

<b>BUSINESS PROCESS ANALYST III</b>	<b>38</b>	<b>B</b>	<b>7.655</b>
<b>BUSINESS PROCESS ANALYST II</b>	<b>36</b>	<b>B</b>	<b>7.656</b>
<b>BUSINESS PROCESS ANALYST I</b>	<b>34</b>	<b>B</b>	<b>7.657</b>

Page 4 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### BUSINESS PROCESS ANALYST II (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

affect the manner and speed with which program activities occur; interpret and apply broad and ambiguous statutes and regulations; compute ratios, rates, and percentages; decompose problems into constituent parts; interview users to identify needs; make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives). **Skill in:** working with computer programming staff to test and implement computer systems changes; analyzing information, problems, or practices to identify relevant concerns, patterns, tendencies, and relationships, and formulate logical conclusions; writing concise, logical, grammatically correct analytical reports; speaking on a one-to-one or group basis using appropriate vocabulary and grammar to obtain information, explain policies and procedures, and persuade others to accept or adopt a specific opinion or action; negotiating and exchanging ideas, information, and opinions with others to formulate policies and procedures and reach consensus; organizing materials, information and resources systematically to optimize efficiency; developing, analyzing and interpreting program requirements for management or other agency staff; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures related to the program area.

#### BUSINESS PROCESS ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and one year of professional experience analyzing and interpreting program laws, regulations, policies and procedures, which included experience applying recognized data processing concepts to business process planning and analyses; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

##### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** modern computer hardware and software. **General knowledge of:** principles, practices, and procedures required for designing and implementing information systems-based solutions; a variety of end-user tools and applications; sources of information and research techniques; problem-solving methods. **Ability to:** communicate effectively orally and in writing; logically analyze problems of limited complexity; maintain effective working relationships with others; analyze data and reach logical conclusions; write grammatically correct business correspondence; read and understand technical information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Business Process Analyst II.)*

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.655</u>	<u>7.656</u>	<u>7.657</u>
ESTABLISHED:	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC	7/1/07P 8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

### SERIES CONCEPT

Information Technology (IT) Technicians install, configure, monitor, and maintain networks and monitor and maintain help desk user support or mainframe and server operations. Incumbents may perform duties associated with one or more IT specialization areas depending on the needs of the agency.

Participate in the development and revision of policies and procedures related to a functional area; review policies and procedures for changes applicable to IT; maintain operations, tasks, security, and/or functional area logs; review instructions from other IT staff and correct or return for revisions as necessary.

Perform related duties as assigned.

\*\*\*\*\*

### SPECIALTY AREAS

**Help Desk Support:** establish new users including network, email accounts, and/or rights; assist users by troubleshooting and resolving initial help requests, assigning to staff, or referring requests to vendors, repair service, or other IT staff when necessary; maintain help request tracking software and utilities; and assist IT staff with implementing projects and prototype or computer off the shelf (COTS) testing.

Monitor and/or maintain security of computer environment and devices, media, and physical environment; and set up access for users of physical security devices.

**Mainframe and Server Operations:** review internal and external data job requests and develop optimum schedules for mainframe batch runs or server scripts using routines, job control or system languages, utilities, or programs.

Monitor schedule for expected output or data updates; diagnose and resolve abnormal ends with minimal disruption to schedules and within time constraints; post process data job requests and assure quality standards are met; maintain supply inventory and prepare purchase orders.

Implement or participate in the implementation of mainframe or server hardware and software changes regarding new implementations, elimination of current products, like or different replacements, or enhancements; notify users of scheduled or emergency system downtime; assist IT staff with implementing projects and prototype or computer off the shelf (COTS) testing.

Monitor mainframe or server performance and resolve issues, provide physical maintenance, and maintain systems diagnostic and utilities.

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 2 of 11

### SPECIALTY AREAS (cont'd)

Change mainframe or server backup media and maintain organization and unused media; assist disaster recovery planning and implementation using backups and alternate hardware.

Monitor and/or maintain security of computer environment and devices, media, and physical environment; and set up access for users of physical security devices.

**Network Operations and Support:** install, configure, operate, maintain, and monitor network hardware and client software; and interact with users to identify and resolve problems and malfunctions.

Participate in researching hardware and software components for procurement according to agency policies and procedures, evaluate products in terms of agency needs, make purchase recommendations to management, and prepare purchase orders for equipment/software as assigned.

Provide introductory/ongoing training to workstation users; and demonstrate use of the workstation and introduce various software packages.

Verify that users and workstations comply with security policies such as passwords and anti-virus definitions; and install operating system patches and identify suspect activities that include social engineering aspects of security.

\*\*\*\*\*

### CLASS CONCEPTS

**IT Technician Supervisor - Network Operations and Support:** Under general direction, incumbents train, supervise, and evaluate the performance of a team of at least three subordinate IT Technician V's and/or VI's who install, maintain, and repair workstations connected to a local area network (LAN). In addition, incumbents may be required to supervise IT Technician IV's, III's, II's, I's, and/or Trainees. Incumbents manage day-to-day operations of the work unit; assign and review work; prioritize and schedule assignments; and ensure completed work meets or exceeds agency policy and procedure requirements and industry standards. Incumbents confer with higher level IT staff to develop work plans and strategies, determine priorities, and provide information concerning user issues, needs, and problems.

Incumbents perform technical responsibilities to include analysis of needs or requests; procurement of equipment and materials; configuration, installation, and testing; release to users; maintenance, diagnosis, and troubleshooting problems; and retirement of a legacy system or equipment.

**IT Technician VI - Network Operations and Support:** Under limited supervision, incumbents install and repair workstation hardware and software on a LAN, troubleshoot hardware and software problems both on-site and at remote locations, consult with management to determine automation requirements, test hardware and evaluate software licensing options, and make recommendations in relation to identified needs. Incumbents assist in planning and installing network infrastructure, conduct routine analysis of network hardware and software, and provide for data security and recovery as required. Incumbents in this class may supervise lower level technicians or serve as a team leader, but this does not, by itself, constitute justification for allocation to the higher level. This is the advanced journey level for network operations and support.

<b>IT TECHNICIAN SUPERVISOR</b>	<b>37</b>	<b>C</b>	<b>7.927</b>
<b>IT TECHNICIAN VI</b>	<b>35</b>	<b>C</b>	<b>7.928</b>
<b>IT TECHNICIAN V</b>	<b>33</b>	<b>C</b>	<b>7.931</b>
<b>IT TECHNICIAN IV</b>	<b>31</b>	<b>C</b>	<b>7.935</b>
<b>IT TECHNICIAN III</b>	<b>29</b>	<b>F</b>	<b>7.940</b>
<b>IT TECHNICIAN II</b>	<b>27</b>	<b>F</b>	<b>7.941</b>
<b>IT TECHNICIAN I</b>	<b>25</b>	<b>F</b>	<b>7.957</b>
<b>IT TECHNICIAN TRAINEE</b>	<b>23</b>	<b>F</b>	<b>7.943</b>

Page 3 of 11

### **CLASS CONCEPTS (cont'd)**

#### **IT Technician VI – Network Operations and Support (cont'd)**

Incumbents are responsible for resolving issues involving physical and logical connectivity for multiple, geographically dispersed locations including a large number of end users often requiring assistance with difficult application and data access issues, or resolving issues at varying difficulty where the cost and effect of system failure is elevated. Incumbents are required to ensure simultaneous connectivity with multiple agencies, external entities, the Internet, and distributed applications. They are often required to ensure compliance with agency security requirements regarding system intrusion/prevention/detection, data encryption.

**IT Technician V - Network Operations and Support:** Under general supervision, incumbents provide network support for work group business functions; enable data transfer, peripheral sharing, and applications sharing within the work group to include wireless transport methods. Duties are performed in accordance with established standards for hardware, software, and work group functionality. This is the journey level for network operations and support.

Incumbents upgrade, repair, or replace software and hardware components on workstations; add memory, swap hard disk drives and monitors; attach peripherals; and configure and install desktop applications for optimum performance.

**IT Technician IV:** Under limited supervision, incumbents perform advanced journey level duties and may serve as a project leader or leadworker and provide training to IT Technicians at the same level or lower. For Network Operations and Support positions, this level may be used as either a trainee for the next level in the series, or as a permanently allocated sub-journey level.

**Help Desk Support:** Incumbents monitor help desk user support and ensure all calls are recorded and tracked using the help desk application. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; assist with logon/logoff procedures for mainframes, servers, and the network; determine the nature of outages and contact the appropriate person or company; post changes to the intranet and recognize proper web formatting; and clone or restore personal computer (PC) images.

Typical tasks include restoring applications and data from backup media; assisting users with network, application, system, or local hardware problems, accessing the mainframe or departmental servers; opening backup drives and releasing damaged media; instructing users on PC operation and faults including connections and peripherals; assisting IT staff with installations or resolutions as required; and identifying Internet protocol (IP) addresses for failed network connectivity issues.

**Mainframe and Server Operations:** Incumbents monitor mainframe or server operations and are responsible for batch production schedules and jobs, output, and printers. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; use utilities to monitor the availability of databases and solve issues when possible; use and modify documentation and job control languages to run batch processes; and take down queues and notify users of changes.

Typical tasks include restoring from backup media as directed; solving routine hardware problems; diagnosing printer errors and resolving, replacing parts, or contacting outside service; opening backup drives and releasing damaged media; rebooting backup media drives; and assisting network staff with installations or resolutions as required.

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 4 of 11

## CLASS CONCEPTS (cont'd)

### IT Technician IV (cont'd)

**Network Operations and Support:** Under close supervision, incumbents perform IT technical work in network operations and support. Incumbents identify and correct hardware and software problems, provide customer service to users, upgrade hardware components, and interview users to identify needs and resolve workstation issues.

**IT Technician III:** Under limited supervision, incumbents may serve as a leadworker to lower level IT Technicians. Typical tasks include performing routine maintenance and identifying backup media problems. This is the journey level in a large department.

**Help Desk Support:** Incumbents independently resolve many users' PC issues including email and applications problems and record calls using the help desk application. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; use utilities to check for network connectivity; and establish user rights.

**Mainframe and Server Operations:** Incumbents independently resolve many mainframe or server issues by monitoring batch production jobs, output, and printers. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; use utilities to monitor the availability of databases; identify problems; use documentation to run processes; check backup media for problems; and assist system administrators with special jobs.

**IT Technician II:** Under general supervision, incumbents perform journey level duties.

**Help Desk Support:** Incumbents identify and decide how to resolve problems themselves or through appropriate referral; record calls using the help desk application; write work orders as used for change/problem management and resolve routine issues; change backup media; unlock accounts; reset passwords; and follow agency security and access procedures.

**Mainframe and Server Operations:** Incumbents identify and decide how to resolve problems themselves or through appropriate referral; print reports and resolve routine issues; use display commands; change backup media; follow established procedures; lookup error codes; and follow agency security and access procedures.

**IT Technician I:** Under close supervision, incumbents perform IT technical work in help desk support or mainframe and server operations. Incumbents identify and decide how to resolve problems themselves or through appropriate referral; monitor devices; setup basic jobs as required; use basic job control language and scheduling as required; take calls and log messages as required; determine who is resolving an issue; maintain routine logs; replace backup media; and routinely consult manuals and procedures.

**IT Technician Trainee:** Under close supervision, incumbents receive training in the performance of many of the duties described in the series concept in help desk support or mainframe and server operations. Progression to the next level in the series may occur upon meeting minimum qualifications and with the approval of the appointing authority.

\*\*\*\*\*

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 5 of 11

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* Some positions require a pre-employment criminal history check and fingerprinting.
- \* Some positions are subject to call-out or call-back.
- \* Some positions require specialized certification that will be identified at the time of recruitment.
- \* Some positions require statewide travel.
- \* Some positions require work on evenings, weekends, and/or holidays.

### IT TECHNICIAN SUPERVISOR - Network Operations and Support

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of IT work experience in the installation, maintenance, and repair of network workstation hardware and software, one year of which must have included advanced level tasks such as assisting with planning and installing network infrastructure; **OR** one year of experience as an IT Technician VI in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** local area network operating systems; network operating systems commands, administration and utilities including recovery and backup; project planning related to network administration and development; team or project leadership techniques; the development and implementation of directory services; and network security issues. **Ability to:** communicate complex technical concepts and terminology to agency management and network users; implement, troubleshoot, and maintain directory services; consult, design, implement, and troubleshoot complex heterogeneous LAN's within multiple organizations at multiple locations with a mix of network operating systems; resolve issues quickly with minimal outside help; work in/lead teams effectively; verify network security; *and all knowledge, skills, and abilities required at the lower levels in the same IT Technician specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures related to network operations and support; State regulations related to purchasing and personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

### IT TECHNICIAN VI - Network Operations and Support

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of IT work experience in the installation, maintenance, and repair of network workstation hardware and software; **OR** one year of experience as an IT Technician V in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** workstation operating systems and hardware; local area network operating systems; installation, maintenance, and configuration of LAN-based workstation applications; LAN-based services such as security, user rights, and electronic mail; one or more network operating system's commands, administration and utilities including recovery and backup; LAN protocols with regard to

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 6 of 11

### MINIMUM QUALIFICATIONS (cont'd)

#### IT TECHNICIAN VI - Network Operations and Support (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

workstation installation and configuration; and basic LAN wiring. **General knowledge of:** LAN architecture. **Ability to:** troubleshoot hardware, software, and communications issues on a LAN; understand IP addressing schemes and subnet configurations; work independently and as part of a team; provide work direction to lower level staff; verify workstation security; *and all knowledge, skills, and abilities required at the lower levels in the same IT Technician specialization.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State purchasing procedures; software licensing issues; and principles of training, coaching, and supervision if applicable to the position.

#### IT TECHNICIAN V - Network Operations and Support

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of IT work experience in the installation, maintenance, and repair of network workstation hardware and software; **OR** one year of relevant experience as an IT Technician IV in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** installation, maintenance, and configuration of workstations and applications; network connectivity with regard to network interface cards, IP addressing configurations, and DNS settings. **General knowledge of:** IP addressing schemes and subnet configuration. **Ability to:** install and maintain work group operating systems; identify and correct hardware and software problems; provide effective customer service to users; communicate effectively orally and in writing; upgrade hardware components on the base unit; configure applications for optimum performance; establish and maintain effective working relationships with others; and interview users to identify needs and resolve workstation issues; *and all knowledge, skills, and abilities required at the lower level in the same IT Technician specialization.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Technician VI.)*

#### IT TECHNICIAN IV

##### **Help Desk Support:**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent and five years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, three years of which must have included IT work experience in a user support role; **OR** one year of relevant experience as an IT Technician III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** commercially available operating systems and applications used by the agency; help desk applications configuration as used for change/problem management; principles and practices of

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 7 of 11

## MINIMUM QUALIFICATIONS (cont'd)

### IT TECHNICIAN IV (cont'd)

#### **Help Desk Support (cont'd)**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

a computer system and peripheral devices as needed to monitor a system; user password security principles and practices. **Working knowledge of:** database principles; network domains and login procedures; web browser capabilities and the difference between intranets and the Internet. **General knowledge of:** at least one programming language, such as Pascal, COBOL, Natural, Fortran, BASIC, or html for understanding as applies to queries used in common applications; network troubleshooting. **Ability to:** create and use disk images; provide or develop documentation of systems, jobs, programs, and audit documentation for completeness and accuracy; provide testing support by assisting in the monitoring of program tests and reviewing computer output and identifying errors; restore data from backup media; *and all knowledge, skills, and abilities required at the lower levels in the same IT Technician specialization.*

##### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):**

**Detailed knowledge of:** departmental policies and procedures related to help desk support; agency change/problem management plan. **Working knowledge of:** hardware and software specific to an agency. **Ability to:** train and lead assigned personnel; monitor operations in the absence of a supervisor.

#### **Mainframe and Server Operations:**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent and five years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, three years of which must have included IT work experience in a user support role; **OR** one year of relevant experience as an IT Technician III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

##### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Detailed knowledge of:** data processing procedures as needed to fix job control language or system language and post-process job output; data processing systems; job control language or system language; job recovery procedures; principles and practices of a computer system and peripheral devices as needed to operate and monitor a system; specific computer commands relative to an agency's computer system; user password security principles and practices. **Working knowledge of:** database principles. **General knowledge of:** at least one programming language, such as Pascal, COBOL, Natural, Fortran, or BASIC for understanding as applies to queries used in common applications. **Ability to:** provide or develop documentation of systems, jobs, programs, and audit documentation for completeness and accuracy; provide testing support by assisting in the monitoring of program tests and reviewing computer output and identifying errors; restore data from backup media; *and all knowledge, skills, and abilities required at the lower levels in the same IT Technician specialization.*

##### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):**

**Detailed knowledge of:** departmental policies and procedures related to mainframe or server operations; job control languages or scripting used by the agency. **Working knowledge of:** hardware and software specific to an agency. **Ability to:** train and lead assigned personnel; monitor operations in the absence of a supervisor.

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 8 of 11

## MINIMUM QUALIFICATIONS (cont'd)

### IT TECHNICIAN IV (cont'd)

#### **Network Operations and Support:**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of IT work experience in the upgrade or replacement of software and hardware components on networked workstations; **OR** one year of relevant experience as an IT Technician III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** installation, maintenance, and configuration of workstations and applications; network connectivity with regard to network interface cards, IP addressing configurations, and DNS settings. **Ability to:** identify and correct hardware and software problems; provide effective customer service to users; communicate effectively orally and in writing; upgrade hardware components on the base unit; establish and maintain effective working relationships with others; and interview users to identify needs and resolve workstation issues.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Technician V.)*

### IT TECHNICIAN III

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent and four years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, two years of which must have included IT work experience in a user support role; **OR** one year of relevant experience as an IT Technician II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

#### **Help Desk Support:**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** computer hardware, software, peripherals, and current computer technology and trends; help desk applications as used for change/problem management. **Working knowledge of:** commercially available operating systems and applications used by the agency; principles and practices of a computer system and peripheral devices as needed to operate and monitor a system; user password security principles and practices. **General knowledge of:** database principles; network domains and login procedures; web browser capabilities and the difference between intranets and the Internet. **Ability to:** analyze problems, develop alternatives, and recommend appropriate solutions; assist users with problems and disseminate system information; create and maintain specific records/documentation pertinent to the agency's computer system and programs; troubleshoot and analyze problems to determine if the problem can be corrected by the operator or if a higher level IT staff member must be called; use utilities to check for network connectivity; *and all knowledge, skills, and abilities required at the lower levels in the same IT Technician specialization.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures related to help desk support; hardware and software specific to an agency; agency change/problem management escalation plan. **Ability to:** train and lead assigned personnel if applicable to the position.

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 9 of 11

## MINIMUM QUALIFICATIONS (cont'd)

### IT TECHNICIAN III (cont'd)

#### **Mainframe and Server Operations:**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** computer hardware, software, peripherals, and current computer technology and trends. **Working knowledge of:** data processing procedures as needed to fix the job control language or system language and post-process job output; job control language or system language; job recovery procedures; principles and practices of a computer system and peripheral devices as needed to operate and monitor a system; specific computer commands relative to an agency's computer system; user password security principles and practices; data processing systems. **General knowledge of:** database principles.

**Ability to:** analyze problems, develop alternatives, and recommend appropriate solutions; assist users with problems and disseminate system information; coordinate/maintain run schedules as required in ensuring all user deadlines are met; create and maintain specific records/documentation pertinent to the agency's computer system and programs; perform required maintenance on printers; prioritize jobs/workload based on time commitments and hardware resources; provide quality control of jobs in order to ensure jobs are run correctly; troubleshoot and analyze problems to determine if the problem can be corrected by the operator or if a higher level IT staff member must be called; understand and interpret user job schedules (i.e., instructions on sequence and how to run schedules); *and all knowledge, skills, and abilities required at the lower levels in the same IT Technician specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures related to mainframe or server operations; hardware and software specific to an agency; job control languages or scripting used by the agency.

**Ability to:** train and lead assigned personnel if applicable to the position.

### IT TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and three years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, one year of which must have included IT work experience in a user support role; **OR** one year of relevant experience as an IT Technician I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

#### **Help Desk Support:**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** computer hardware, software, peripherals, and current computer technology and trends; help desk applications as used for change/problem management. **General knowledge of:** commercially available operating systems and applications used by the agency; principles and practices of a computer system and peripheral devices as needed to operate and monitor a system; user password security principles and practices. **Ability to:** communicate with a higher level IT staff member and the user to facilitate resolution of computer problems; monitor inventory and request supplies; plan, layout, and record technical material in order to produce requested documents; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures related to help desk support. **General knowledge of:** hardware and software specific to an agency; agency change/problem management escalation plan.

IT TECHNICIAN SUPERVISOR	37	C	7.927
IT TECHNICIAN VI	35	C	7.928
IT TECHNICIAN V	33	C	7.931
IT TECHNICIAN IV	31	C	7.935
IT TECHNICIAN III	29	F	7.940
IT TECHNICIAN II	27	F	7.941
IT TECHNICIAN I	25	F	7.957
IT TECHNICIAN TRAINEE	23	F	7.943

Page 10 of 11

## MINIMUM QUALIFICATIONS (cont'd)

### IT TECHNICIAN II (cont'd)

#### **Mainframe and Server Operations:**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** computer hardware, software, peripherals, and current computer technology and trends. **General knowledge of:** data processing systems; job control language or system language; job recovery procedures; principles and practices of a computer system and peripheral devices as needed to operate and monitor a system; specific computer commands relative to an agency's computer system; user password security principles and practices. **Ability to:** communicate with a higher level IT staff member and the user to facilitate resolution of program/job quality problems; monitor inventory and request supplies; perform production set-ups to ensure jobs are run in accordance with production requests; plan, layout, and record technical material in order to produce requested documents; prioritize the workload; provide quality control of jobs in order to ensure jobs are run correctly; read and interpret job schedules and instructions; submit jobs using computer input devices; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures related to mainframe or server operations. **General knowledge of:** hardware and software specific to an agency; job control languages or scripting used by the agency.

### IT TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and two years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; **OR** one year of relevant experience as an IT Technician Trainee in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** computer hardware, software, and peripherals. **Ability to:** change backup media and run basic diagnostics; maintain specific records/documentation pertinent to the agency's computer system; read and apply technical manuals; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** practices and procedures common to the IT area to which assigned; agency policies related to assigned activities.

### IT TECHNICIAN TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and one year of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** basic arithmetical computations including addition, subtraction, division, multiplication; grammar, spelling, and punctuation. **General knowledge of:** computer hardware,



TO:

Personnel Commission

FROM:

Jeanne Greene, Director  
Department of Personnel

Refer: August 11, 2006, Agenda

Item: VIII - C

***RECOMMENDATION***

The Department of Personnel has completed an occupational review of the Mechanical & Construction Trades occupational group. The following class specifications reflect revisions of the duty statements; knowledge, skills and abilities; class concepts and minimum qualifications which were last updated in 1991.

It is recommended that the changes to these class specifications be approved effective July 1, 2007, pending funding by the Legislature, as follows:

Road Construction & Maintenance subgroup

1. Highway Maintenance Supervisor series
2. Highway Maintenance Worker series
3. Highway Construction Aid

**Mechanical & Construction Trades**  
**Occupational Group Study**  
**Effective July 1, 2007**

FROM-TO CHART

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO	CODE	TITLE	GRADE	EEO
9.106	Highway Maintenance Supervisor II	35	H	9.106	Highway Maintenance Supervisor II	35	H
9.115	Highway Maintenance Supervisor I	32	H	9.115	Highway Maintenance Supervisor I	33	H
9.117	Highway Maintenance Worker IV	30	H	9.117	Highway Maintenance Worker IV	31	H
9.120	Highway Maintenance Worker III	28	H	9.120	Highway Maintenance Worker III	29	H
9.127	Highway Maintenance Worker II	26	H	9.127	Highway Maintenance Worker II	26	H
9.1130	Highway Maintenance Worker I	23	H	9.130	Highway Maintenance Worker I	23	H
9.137	Highway Construction Aid	20	H	9.137	Highway Construction Aid	20	H

## **Basis for Recommendation**

The Nevada Department of Transportation (NDOT) requested an in-depth review of the Highway Maintenance Supervisor I (HMS) class and the Highway Maintenance Worker (HMW) series as a result of significant changes that have occurred since they were last studied.

Based on our job analysis, several changes have occurred to the Highway Maintenance Supervisor I's and the higher-level HMW positions since the last occupational study in 1991. (The Highway Maintenance Supervisor II's were reviewed in 2000, and their jobs have not changed substantially.) One of the changes to work performed by Highway Maintenance Worker III's, IV's and Highway Maintenance Supervisor I's includes the operation of more complex and specialized equipment. In the past, the equipment used in highway maintenance and construction was primarily single-function equipment. At present, NDOT uses computerized and multifunctional pieces of equipment which require additional training to operate. Chip spreaders, ice and snowplows, line detectors, and asphalt distributors have become more complex and require additional training for proficient operation.

Other changes include increased sophistication in methods and materials used in snow removal. In the past, the Highway Maintenance Supervisor I's and the Highway Maintenance Workers spread a mixture of sand and salt to highways during snowstorms. Now there are additional anti-icing chemicals which are applied prior to the road freezing and in advance of storms. This requires judgment on the part of the employees who must access and use information provided by the Intelligent Transportation System including the Road Weather Information System and meteorological data to determine the optimal time for application of highway materials.

Other changes are reflected in the additional training now required in diverse areas. For example, employees are trained in asphalt techniques, accident investigation, and equipment operation. In addition, State and federal regulations governing endangered species and the Clean Water Act have been expanded, and the HMW's are required to attend additional training that enables them to fully comply with the regulations and requirements. Employees also receive additional training in the identification and handling of various hazardous materials including biohazards. Training in mine safety provided by the U.S. Department of Labor is a new requirement. Liability issues associated with failure to comply with various environmental regulations have become more costly, and employees are receiving additional training in order to avoid penalties and fines.

Overall, there have been significant changes in the complexity of the equipment used in highway maintenance and construction; the knowledge, skills and abilities and the training required to operate the equipment; the diversity of materials and methods used for ice/snow prevention and removal; and increased sophistication in determining the appropriate make-up of asphalt, concrete and other materials.

As a result of the above changes and with input from subject matter experts (SME's), the class specifications were revised to reflect the above-mentioned changes. Based on our analysis and the SME input, a one-grade increase is recommended for the Highway Maintenance Supervisor I, Highway Maintenance Worker IV and Highway Maintenance Worker III classes. There is no grade change recommended for the Highway Maintenance Supervisor II, Highway Maintenance Worker I and II, and the Highway Construction Aid classes.

Currently, HMW's who are certified to operate Category I equipment and spend less than 25% of their time operating such equipment are classified as HMW II's. Or if they spend 25% or more of their time operating Category I equipment, their positions are classified as HMW III's. This concept was developed during the last occupational group study, but it has not worked well in practice. The percentage of time requirement has created problems in the utilization of personnel and has resulted in either working employees out of class or shutting down a project if a HMW III is not available. In actual practice, it is difficult to track how much time each employee spends operating Category I equipment. In some cases, the HMW II's and III's are used interchangeably in order to meet project schedules.

As a result, it is recommended that the class concepts be modified to reflect Highway Maintenance Worker III as the journey level in the series. It is further recommended the HMW II level be designated as a continuing trainee class. While at that level, the department will provide employees with the necessary training related to the operation of complex or specialized equipment as designated by the department. One year after the employees are certified and with the approval of the appointing authority, they may progress to the HMW III class. This will give the department the flexibility to move employees from one project to another based on geographical and seasonal needs and the size and complexity of projects.

It is also recommended that the class concept for Highway Maintenance Worker IV be modified. Currently, employees are classified as HMW IV only if they serve as leadworkers for a crew of seven. However, if the size of the crew is less than seven, they are classified as HMW III, also a leadworker. As the HMW III is the new journey level, it is recommended that all employees who serve as leadworkers be allocated to the HMW IV class. All leadworkers, in the absence of the supervisor, plan and schedule maintenance and construction activities including determining what equipment and materials are required, assigning personnel, and completing required records, in addition to participating in highway maintenance duties.

*9.106 Highway Maintenance Supervisor II, Grade 35:* Under general supervision, incumbents oversee and coordinate highway maintenance activities for an assigned geographical territory, and may include district-wide specialty crews such as highway landscaping, highway signs and lighting, pavement marking and striping, concrete/stormwater sweeping operations, and bridge maintenance. Incumbents supervise several HMS I's as well as the work of highway maintenance contractors. They prepare budget proposals, determine the priority of projects in their territory, participate in preliminary design field surveys and provide input regarding any geographical and roadway concerns, and consolidate information submitted by subordinates into detailed reports related to labor and material costs and project status.

*9.115 Highway Maintenance Supervisor I, Grade 33:* Under general supervision, incumbents supervise skilled and semi-skilled personnel engaged in restoring roadway surfaces and restoring or constructing slopes, shoulders, culverts, structures, fixtures and landscaping located on the roadside or right-of-way; control and inspect work performed in an assigned geographical area of a district, or while implementing a specialty maintenance program such as highway landscaping, highway signs and lighting, or pavement marking and striping. They also plan and schedule work; purchase materials; schedule equipment for both routine highway maintenance activities and the district betterment program; and operate equipment as necessary to ensure that scheduled work is completed.

*9.117 Highway Maintenance Worker IV, Grade 31:* Under general supervision, incumbents function as leadworkers and as an assistant to the HMS I. Incumbents plan and schedule maintenance activities including determining what equipment and materials are required, assigning personnel, and completing required records. As the assistant supervisor, they perform and oversee all or part of the duties described in the series concept; assign and review the work of lower level personnel; provide input into performance evaluations; assist the supervisor in laying out a variety of roadway or specialty maintenance work; organize equipment, materials, personnel and procedures; and respond to emergencies.

Incumbents interpret a variety of departmental manuals or industry standards relative to the Maintenance Management System, standard plans, hazardous material, traffic control and equipment repair in order to promote efficiency and safety; and may conduct or oversee sampling and testing of materials such as salt/sand or aggregate.

Positions in this class are distinguished from the lower level by ongoing responsibility to provide assistance to the crew supervisor. These responsibilities require a greater depth of knowledge of equipment, materials, methods and procedures relative to highway maintenance and a greater degree of skill in overseeing the work of others, preparing reports and making decisions that impact production and safety.

*9.120 Highway Maintenance Worker III, Grade 29:* Under general supervision, incumbents in this class are certified by NDOT to operate a variety of complex or specialized highway maintenance and construction equipment in order to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guide posts and fences. This is the journey level in the series.

Positions in this class are distinguished from those at the lower levels by the complexities involved in operating and training others in the use of specialized or complex highway maintenance and construction equipment as determined by NDOT. Incumbents instruct other employees in the operation of equipment associated with highway maintenance and construction crews including specialty areas such as striping, landscaping, and lighting and signs. They also observe and verify the proficiency of other employees who are working toward certification. Incumbents review written procedures on traffic control, activities coding, sign configuration and placement, highway lighting, pavement marking/striping, chemical spraying and make decisions regarding appropriate applications.

*9.127 Highway Maintenance Worker II, Grade 26:* Under supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level, and incumbents may progress to the next level one year after being certified as a fully trained operator of complex or specialized highway maintenance and construction equipment as designated by NDOT and with the approval of the hiring authority.

*9.130 Highway Maintenance Worker I, Grade 23:* Under close supervision, incumbents work with experienced staff while learning to perform the duties described in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting the minimum qualifications and with the approval of the appointing authority.

*9.137 Highway Construction Aid, Grade 20:* Highway Construction Aids work under close supervision and perform unskilled tasks associated with highway maintenance, construction, testing labs and equipment shops. They perform traffic control tasks during roadway maintenance; set up and remove traffic control devices; act as flagger and operate a pilot vehicle; pick up debris and empty litter barrels; control vegetation near highways, bridges, fences, signs and buildings; remove weeds and mow turf; assist maintenance crews during routine maintenance tasks such as fence, sign and guardrail repair and minor surface patching using common hand and power tools.

7/25/06

Mech+Const rec 8-06PC.doc



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HIGHWAY MAINTENANCE SUPERVISOR II</b>	<b>35</b>	<b>H</b>	<b>9.106</b>
<b>HIGHWAY MAINTENANCE SUPERVISOR I</b>	<b>33</b>	<b>H</b>	<b>9.115</b>

### SERIES CONCEPT

Highway Maintenance Supervisors supervise skilled and semi-skilled personnel engaged in restoring roadway surfaces and restoring or constructing slopes, shoulders, culverts, structures, fixtures and landscaping located on the roadside or right-of-way; oversee and inspect work performed in an assigned geographical area of a district, or while implementing a specialty maintenance program such as highway landscaping, highway signs and lighting, or pavement marking and striping.

Plan and schedule work; purchase materials; schedule equipment for both routine highway maintenance activities and district betterment program; operate equipment as necessary to ensure that scheduled work is completed.

Identify roadway deficiencies in assigned area; estimate materials and production time and provide project justification; determine personnel, maintenance and equipment needs and assign tasks to subordinate personnel; identify abnormal conditions in the roadway or right-of-way and take action to either adequately warn the public or correct the condition.

Review engineering blueprints, schematics and standard plans and reference departmental, local, State and federal procedures and regulations affecting highway maintenance.

Oversee the work of a specialty crew engaged in maintaining highway/freeway lighting and both ground mounted and overhead signs; pavement striping and marking; and highway landscaped areas.

Train, supervise and evaluate the performance of assigned highway maintenance staff; establish work performance standards and initiate disciplinary action as appropriate.

Prepare and submit required reports to track productivity, unit costs, stockpile and equipment usage, training, vehicle accident and property damage, projected work schedules, and project summaries.

Apply cost accounting codes as prescribed in the Maintenance Management System Manual regarding work activities, work locations, and materials and equipment usage.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snow plows, spreaders and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies during storms or emergencies; respond to emergencies outside of normal working hours as required; act as incident commander at the scene as first responder until proper authority arrives according to the Incident Command System protocol.

Prepare work program recommendations for review by the supervisor; and review and monitor established work programs and proposed encroachments by various agencies.

**SERIES CONCEPT (cont'd)**

Access and use information provided by the Intelligent Transportation System including the Road Weather Information System and meteorological data to determine optimal time for various maintenance activities and the District Operations Center.

Maintain the hazardous materials information binder; record new employee training and update material safety data sheets (MSDS); conduct safety meetings to promote safe working conditions and enforce safety procedures.

Contact public and private entities for required permits and authorizations; monitor work permits issued by the Right-of-Way Division to utility companies' contractors and disallow work if not properly permitted.

Oversee contractors' work such as micro-resurfacing, slurry seals, and janitorial services, and respond to customer service work orders.

Review potential projects scope through preliminary design study as requested; review design plans at 30%, 60%, and 90% completion for maintenance issues; participate in preconstruction meetings to address possible deficiencies in design and construction; and review completed projects to ensure compliance with contract and quality of work.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Highway Maintenance Supervisor II:** Under general supervision, incumbents oversee and coordinate the maintenance activities described in the series concept for an assigned geographical territory and may include district-wide specialty programs which include highway landscaping, highway signs and lighting, pavement marking and striping, concrete/stormwater sweeping operations, and bridge maintenance.

Train, supervise and evaluate the performance of Highway Maintenance Supervisor I's and other staff as assigned; plan, schedule and coordinate crew activities in relation to priorities and major betterment projects; monitor work in progress; select sites for material storage, arrange for material deliveries and ensure availability of specialized equipment; solve problems, assign personnel, and document production data; read, interpret and implement a variety of local, State and federal regulations pertaining to highway maintenance and safety.

May supervise other district activities such as modifications, repairs and preventive maintenance to field maintenance stations, rest areas and headquarter facilities including planning and supervising the work of skilled trades workers such as carpenters, electricians and painters engaged in a wide range of buildings and grounds maintenance activities.

Initiate, identify, monitor and evaluate work performed by highway maintenance contractors; prepare scope of work and project budgets for contracts and service agreements; prepare contracts for lawn maintenance, janitorial work and other services; review and approve bills submitted by contractors and service providers according to established policies and procedures.

Participate in preliminary design field surveys conducted by Design Division staff; coordinate and provide input from Highway Maintenance Supervisor I's regarding geographical and roadway concerns; review plans and designs at various intervals to determine impact on highway maintenance needs and identify areas of concern; conduct field reviews of completed projects prior to release of contractor.

<b>HIGHWAY MAINTENANCE SUPERVISOR II</b>	<b>35</b>	<b>H</b>	<b>9.106</b>
<b>HIGHWAY MAINTENANCE SUPERVISOR I</b>	<b>33</b>	<b>H</b>	<b>9.115</b>

Page 3 of 5

### **CLASS CONCEPTS (cont'd)**

#### **Highway Maintenance Supervisor II (cont'd)**

Review and edit documentation of highway maintenance activities recorded by maintenance crews and report work costs and accomplishments to the maintenance management office.

Prepare an annual highway maintenance budget proposal for assigned area by reviewing proposed highway maintenance projects, labor and equipment requirements, and maintenance material needs; monitor allocated highway maintenance budget using spreadsheet software; document and review maintenance needs in assigned territory; create and submit priority lists to the Highway Maintenance Manager for inclusion in statewide work program preparation.

Respond to concerns and inquiries made by the public or other governmental agencies relative to maintenance activities in assigned territory.

Coordinate equipment repair and inventory with the equipment shop and crews waiting to use the equipment.

May prepare written communications and specifications to utilities and regulatory agencies in order to acquire permission to install or modify signs, lights, underground systems or conduct other highway maintenance related activities.

Prepare purchasing specifications for materials; review specifications for vehicles and equipment and request special features and accessories; oversee a work program for inmates or juvenile offenders; keep records of personnel and work activities and provide input into department policy by attending staff and committee meetings.

**Highway Maintenance Supervisor I:** Under general supervision, incumbents perform the duties described in the series concept.

\*\*\*\*\*

### **MINIMUM QUALIFICATIONS**

#### **SPECIAL REQUIREMENT:**

- \* A valid class C driver's license is required at the time of appointment and for continued employment.
- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

#### **INFORMATIONAL NOTES:**

- \* A Class A or B commercial driver's license, including appropriate endorsements, may be required within six months of appointment if operation of a commercial vehicle or transport of hazardous material is assigned.
- \* In order to meet the needs of specialized disciplines in the highway maintenance field, specific background or skills may be required and will be identified at the time of recruitment.

**HIGHWAY MAINTENANCE SUPERVISOR II**  
**HIGHWAY MAINTENANCE SUPERVISOR I**

<b>35</b>	<b>H</b>	<b>9.106</b>
<b>33</b>	<b>H</b>	<b>9.115</b>

Page 4 of 5

**HIGHWAY MAINTENANCE SUPERVISOR II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience supervising, planning and scheduling the work of a highway maintenance crew engaged in a variety of highway maintenance activities; **OR** two years of experience as a Highway Maintenance Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** standard plans and specifications for road and bridge construction in order to provide input to preliminary design field surveys and long-range planning. **Ability to:** monitor work in progress for compliance with local, State and federal regulations and project specifications, and document project progress; initiate and monitor highway maintenance contracts and evaluate the work of contractors; edit a variety of activity and status reports provided by lower level supervisors; effectively communicate both orally and in writing with agency personnel, regulatory entities and the general public; operate, troubleshoot and train others in the use of automated systems in order to document work activities and prepare reports; prepare purchasing specifications and maintenance contracts; supervise and coordinate the work of several subordinate crew supervisors; prepare and monitor the annual highway maintenance operations budget with input from subordinate supervisors; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** procedures, equipment and material associated with highway maintenance enabling coordination of a wide range of functional activities within an established program; assigned geographical territory in terms of roadway history and maintenance, right-of-way, drainage systems, structures, fixtures, utilities and entities having regulatory jurisdiction. **Working knowledge of:** departmental and State procedures regarding purchasing and contractual agreements; organizational skills sufficient to direct the work of the section crews collectively for major district projects and individually to meet program objectives; State and federal laws, rules and regulations pertaining to commercial driver's license, safety, drug testing, training requirements, noxious weed and roadside vegetation management programs, and environmental and endangered species laws. **General knowledge of:** budgeting principles and practices; State personnel regulations. **Ability to:** investigate, resolve and answer requests and complaints from the general public; properly allocate materials and equipment; convey maintenance, repair and staff needs, policy and procedure concerns, and section priorities at staff and committee meetings; establish priorities within an established program; calculate requirements for personnel, material and equipment; delegate assignments; and evaluate staff effectiveness.

**HIGHWAY MAINTENANCE SUPERVISOR I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience as leadworker of a highway maintenance crew which included assigning and overseeing the work of lower level personnel, providing input on performance evaluations and assisting the supervisor in laying out a variety of roadway or specialty maintenance work; **OR** graduation from high school or equivalent education and two years of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** materials, methods and equipment used in highway maintenance and construction; stockpiles and stockpile reports. **Working knowledge of:** purchasing requirements and contracting limitations; a wide variety of manuals, policies, rules and regulations; road and weather information for effective winter roadway maintenance operations; incident command system protocol; emergency operation center responsibilities. **Ability to:** effectively monitor a vegetation management contract and an invasive species control program; plan, schedule, prioritize and participate in both routine

**MINIMUM QUALIFICATIONS (cont'd)**

**HIGHWAY MAINTENANCE SUPERVISOR II (cont'd)**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

and complex highway maintenance activities; supervise a crew of skilled and semi-skilled workers including performance evaluations, writing employee development reports, and initiating disciplinary actions; document work activities, equipment and material use, status of stockpiles and inventories, project summaries and existing highway deficiencies; effectively communicate with subordinate personnel, supervisors, law enforcement officers, and a variety of regulatory agencies; read and interpret blueprints, schematic drawings, material safety data sheets, standard plans, and proposed construction and encroachment projects; inspect projects for compliance with plans and specifications; calculate application ratios, stockpile and material needs and usage; measure distance, area and volume; schedule equipment maintenance and repairs; estimate quantities of materials for projects; develop project scopes, methods of construction and costs for district input into the annual work program; resolve worksite conflict in a competent and professional manner; stay abreast of new regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Highway Maintenance Supervisor II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.106</u>	<u>9.115</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:		7/16/66
REVISED:	10/8/69	10/8/69
REVISED:		11/2/76
REVISED:		12/1/76
REVISED:		2/17/77
REVISED:		4/8/83
REVISED:	10/25/85-3	10/25/85-3
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC
REVISED:	8/23/91-3	8/23/91-3
REVISED:	3/18/98UC	3/18/98UC
REVISED:	7/12/01R	
	2/28/03UC	
REVISED:	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

### SERIES CONCEPT

Highway Maintenance Workers are certified by the Nevada Department of Transportation (NDOT) to operate a variety of complex or specialized highway maintenance and construction equipment in order to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guide posts and fences.

Operate and perform preventive maintenance and minor repair on a variety of light, medium and heavy duty highway maintenance and construction equipment such as a rotary snowplow, motor grader, crawler/tractor, backhoe/grade-all, truck mounted asphalt distributor, chip spreader, cold planer, paint striper, vacuum sweeper, and culvert cleaner.

Act as designated certified operator for certification of Highway Maintenance Worker I's and II's; demonstrate and oversee equipment operation and provide training in established safety policies and requirements.

Operate equipment or backup vehicles to install long line, solid and skip lines and gore lines; measure and install various permanent and temporary pavement markings.

Apply chip and flush seals to the construction of maintenance overlays, and cold milling and inlays with hot asphalt.

Provide information for input into the Maintenance Management System; respond to customer service requests and prepare billable accident reports.

Establish traffic controls using accepted methods to reroute traffic or control traffic speed and flow in highway maintenance areas, construction zones, and accident scenes.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snow plows, spreaders and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies; use information provided by the Intelligent Transportation System and the District Operations Center; use the Incident Command System protocol and respond to emergencies outside normal working hours.

Install, repair and replace roadway signs and signposts; repair and replace bulbs, fixtures, and sensors on lighted sign structures; clean and replace overhead sign panels.

Monitor contract compliance and quality control including testing/materials and completed work performed by contractors.

<b>HIGHWAY MAINTENANCE WORKER IV</b>	<b>31</b>	<b>H</b>	<b>9.117</b>
<b>HIGHWAY MAINTENANCE WORKER III</b>	<b>29</b>	<b>H</b>	<b>9.120</b>
<b>HIGHWAY MAINTENANCE WORKER II</b>	<b>26</b>	<b>H</b>	<b>9.127</b>
<b>HIGHWAY MAINTENANCE WORKER I</b>	<b>23</b>	<b>H</b>	<b>9.130</b>

Page 2 of 5

### **SERIES CONCEPT (cont'd)**

Maintain landscaped areas and the highway right-of-way; repair, widen or reconstruct tree wells; replace dead or damaged trees, flowers, shrubs and ground cover; fertilize, mow, and re-seed lawns.

Remove roadway and roadside debris, excess dirt, vegetation and other traffic hazards; remove dead animals and biohazards.

Respond to accidents and fatalities and complete required forms and documentation.

Perform related duties as assigned.

\*\*\*\*\*

### **CLASS CONCEPTS**

**Highway Maintenance Worker IV:** Under general supervision, incumbents function as leadworkers and as an assistant to the Highway Maintenance Supervisor I. Incumbents plan and schedule maintenance activities including determining what equipment and materials are required, assigning personnel, and completing required records. As the assistant supervisor, they participate in the duties described in the series concept; assign and review the work of lower level personnel; provide input into performance evaluations; assist the supervisor in laying out a variety of roadway or specialty maintenance work; organize equipment, materials, personnel and procedures; and respond to emergencies.

Positions in this class are distinguished from the lower levels by ongoing responsibility to provide assistance to the crew supervisor. These responsibilities require a greater depth of knowledge of equipment, materials, methods and procedures relative to highway maintenance and a greater degree of skill in overseeing the work of others, preparing reports and making decisions that impact production and safety.

Incumbents interpret a variety of departmental manuals or industry standards relative to the Maintenance Management System, standard plans, hazardous material, traffic control and equipment repair in order to promote efficiency and safety; and may conduct or oversee sampling and testing of materials such as salt/sand or aggregate.

**Highway Maintenance Worker III:** Under general supervision, incumbents perform the duties described in the series concept at the journey level. Positions in this class are distinguished from those at the lower levels by the complexities involved in operating and training others in the use of specialized or complex highway maintenance and construction equipment as determined by NDOT. This is the journey level in the series.

Incumbents instruct other employees in the operation of equipment associated with highway maintenance and construction crews including specialty areas such as striping, landscaping, and lighting and signs. They also observe and verify the proficiency of other employees who are working toward certification. Incumbents review written procedures on traffic control, activities coding, sign configuration and placement, highway lighting, pavement marking/striping, chemical spraying, and snow and ice prevention and removal.

**Highway Maintenance Worker II:** Under supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level, and incumbents may progress to the next level after one year of being certified as a fully trained operator of complex or specialized highway maintenance and construction equipment as designated by NDOT and with the approval of the appointing authority.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

Page 3 of 5

### CLASS CONCEPTS (cont'd)

**Highway Maintenance Worker I:** Under close supervision, incumbents work with experienced staff while learning to perform the duties described in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting the minimum qualifications and with the approval of the appointing authority.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* A valid class C driver's license is required at the time of appointment and for continued employment.
- \* Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

#### INFORMATIONAL NOTES:

- \* A class A or B commercial driver's license, including appropriate endorsements, will be required within six months of appointment for positions that are required to operate a commercial vehicle or transport hazardous materials. These positions will be identified at the time of recruitment.
- \* In order to meet the needs of specialized disciplines within the highway maintenance field, certified equipment proficiency or specialized skills may be required for Highway Maintenance Worker III's and IV's and will be identified at the time of recruitment.

### HIGHWAY MAINTENANCE WORKER IV

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retroreflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**General knowledge of:** supervisory principles and practices; procedures related to payroll records, activity reports and status reports associated with a highway maintenance crew; Maintenance Management System Manual and associated coding elements; policies, procedures and regulations affecting roadway and specialty maintenance crew activities.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

Page 4 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### HIGHWAY MAINTENANCE WORKER III

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience following certification in the operation of complex or specialized highway maintenance and construction equipment as designated by NDOT; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** traffic control and routing through highway maintenance and construction zones; snow removal and anti-icing techniques, materials and equipment; proper drainage and erosion control methods. **Working knowledge of:** materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retroreflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations. **Ability to:** train others in the operation of complex or specialized highway maintenance and construction equipment; estimate quantities of labor and material needed for a project; read, interpret and explain policies, procedures, regulations and standard plans associated with maintenance activities; operate and maintain complex or specialized highway maintenance and construction equipment; work effectively with staff and representatives of other agencies and companies; diagnose the cause and extent of common equipment, component or basic system malfunctions; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Highway Maintenance Worker IV.*)

#### HIGHWAY MAINTENANCE WORKER II

**EDUCATION AND EXPERIENCE:** One year of experience performing basic highway maintenance work; **OR** one year of experience as a Highway Maintenance Worker I in Nevada State service. (*See Special Requirements and Informational Notes*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** herbicide/insecticide application procedures and equipment. **General knowledge of:** repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; materials, methods, and equipment used in routine highway maintenance activities; traffic control and routing through highway maintenance and construction zones; proper drainage and erosion control methods; snow removal and anti-icing techniques, materials and equipment; pruning and watering techniques for landscaped areas; traffic paints and beads and retroreflectivity qualities of these systems; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that control the method of work at job sites; incident command system and operational controls used during emergency operations. **Ability to:** safely operate and maintain a variety of hand and power tools associated with routine highway maintenance tasks; read and understand the Maintenance Management System Manual; *and all knowledge, skills and abilities required at the lower level.*

<b>HIGHWAY MAINTENANCE WORKER IV</b>	<b>31</b>	<b>H</b>	<b>9.117</b>
<b>HIGHWAY MAINTENANCE WORKER III</b>	<b>29</b>	<b>H</b>	<b>9.120</b>
<b>HIGHWAY MAINTENANCE WORKER II</b>	<b>26</b>	<b>H</b>	<b>9.127</b>
<b>HIGHWAY MAINTENANCE WORKER I</b>	<b>23</b>	<b>H</b>	<b>9.130</b>

Page 5 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### HIGHWAY MAINTENANCE WORKER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Highway Maintenance Worker III.)*

#### HIGHWAY MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: One year of general labor or semi-skilled work experience that required the ability and dexterity to operate tools and equipment. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Ability to:** read at a sufficient level to understand written instructions on vehicle operation, vehicle maintenance, work procedures, and hazardous material handling; follow oral and written instructions; use common hand tools such as rakes and shovels; work as a member of a team; effectively communicate with co-workers and the public; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain; perform heavy physical labor; write sufficiently to keep simple records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Highway Maintenance Worker II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.117</u>	<u>9.120</u>	<u>9.127</u>	<u>9.130</u>
ESTABLISHED:	2/19/82	8/31/73	1/1/61	1/1/61
REVISED:		12/13/77	4/1/70	4/1/70
REVISED:		4/8/83	2/17/77	3/22/71
REVISED:				12/7/76
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	5/16/94UC	5/16/94UC	5/16/94UC	5/16/94UC
REVISED:	3/18/98UC	3/18/98UC	3/18/98UC	3/18/98UC
REVISED:	7/1/07P	7/1/07P	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HIGHWAY CONSTRUCTION AID</b>	<b>20</b>	<b>H</b>	<b>9.137</b>

Highway Construction Aids work under close supervision and perform unskilled tasks associated with highway maintenance, construction, testing labs and equipment shops.

Perform traffic control tasks during roadway maintenance; set up and remove traffic control devices; act as flagger and operate a pilot vehicle; pick up debris and empty litter barrels; control vegetation near highways, bridges, fences, signs and buildings; remove weeds and mow turf; assist maintenance crews during routine maintenance tasks such as fence, sign and guardrail repair and minor surface patching using common hand and power tools.

Prepare and set survey stakes, chains, rods or serve as a flagger on a survey crew; assist inspectors with minor inspection duties such as constructing fences, drainage structures, or weighing trucks; assist field testers performing sieve analysis, compaction tests or any other tests required in a field lab; assist office personnel with required documentation for construction projects.

Assist staff in testing materials that must meet highway construction and maintenance specifications; investigate gravel sources, perform soil surveys; prepare records and reports, and maintain tools and equipment.

Clean shop areas by sweeping, mopping and picking up debris; assist mechanics by cleaning parts; assist stockroom personnel by picking up parts from local vendors and organizing stock; and clean vehicles.

Perform related duties as assigned.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

#### **SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must first submit to a pre-employment screening test for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- \* A valid class C driver's license is required at the time of appointment and for continued employment.
- \* Some positions require a class A or B driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE:** Ability to follow oral and written instructions and perform physical tasks requiring moderate strength. (*See Special Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Ability to:** understand and follow simple verbal and written instructions; work cooperatively with others; perform moderate physical labor for extended periods of time; use common hand and power tools.

**MINIMUM QUALIFICATIONS** (cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**General knowledge of:** methods, equipment and materials associated with routine highway maintenance and construction tasks. **Ability to:** perform a wide variety of tasks associated with highway maintenance and construction; prepare simple records and reports; enter and retrieve data using computers.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.137

ESTABLISHED: 1/1/61  
REVISED: 10/5/70  
REVISED: 7/1/91P  
11/29/90PC  
REVISED: 7/1/07P  
8/11/06PC

TO:

Personnel Commission

FROM:

Jeanne Greene, Director  
Department of Personnel

Refer: Agenda

Item: X

#### REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the commission, except that the director may make a change in the classification plan without the prior approval of the commission if:
- (a) The director deems it necessary for the efficiency of the public service;
  - (b) The change is not proposed in conjunction with an occupational study; and
  - (c) The director, at least 20 working days before acting upon the proposed change:
    - (1) Provides written notice of the proposal to each member of the commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
    - (2) Posts a written notice of the proposal in each of the principal offices of the department of personnel.
- Any occupational study conducted by the department in connection with the preparation, maintenance or revision of the classification plan must be approved by the commission.
5. If no written objection to the proposed change to the classification plan is received by the director before the date it is scheduled to be acted upon, the director may effect the change. The director shall report to the commission any change in the classification plan made without its approval at the commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the director shall place the matter on the agenda of the commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Director of Personnel.

The following changes have been effected:

## UNCONTESTED CLASSIFICATION ACTION REPORT

**POSTING #05-06 – EFFECTIVE MAY 5, 2006**

### **EXPLANATION OF CHANGE**

CURRENT			PROPOSED		
CODE	TITLE	GRADE EEO	CODE	TITLE	GRADE EEO
1.810	Conservation Staff Specialist	36 B	1.810	Conservation Staff Specialist II	36 B
	NEW		1.809	Conservation Staff Specialist I	35 B

The Division of State Parks requested a lower level be added to the Conservation Staff Specialist class. All positions currently allocated to the Conservation Staff Specialist class, grade 36, have statewide responsibilities for specialized natural resource management programs or functions. Examples of assignments at this level include oversight responsibilities of local government resource management in relation to the Division of Forestry's jurisdictional fire protection responsibilities; administering the Urban and Community Forestry and Tree City USA Programs; and developing and managing statewide training activities for staff and inmates working on conservation and resource projects.

The lower level position in the Division of State Parks is responsible for natural resource management related to the Lake Tahoe Environmental Improvement Program and develops grants, contracts and projects related to natural resources. The position serves as a member of the Environmental Improvement Program team and represents the Division of State Parks. The other members of the team are from the Division of State Lands, Division of Forestry, and the Department of Wildlife. Subject matter experts from the Division of State Parks assisted in developing the Conservation Staff Specialist I class.

In order to determine the appropriate grade level for the Conservation Staff Specialist I, comparisons were made to other professional classes in the Agriculture & Conservation occupational group. Based on this review, the subject position is most comparable to the Forester III class, grade 35. The new Conservation Staff Specialist I and Forester III classes are comparable in terms of education and experience. Both classes require a bachelor's degree in forestry or closely related natural resource field and two years of professional experience in natural resource management. Positions in both classes promote resource management services and estimate time, materials, and labor costs for completion of resource management projects; plan and provide resource education programs in the community; and establish and maintain effective and cooperative working relationships with private citizens and representatives of governmental agencies. They are also comparable in the scope of responsibility, as both have regional responsibilities.

Based on the above comparison, it is recommended that the Conservation Staff Specialist I class be allocated at grade 35 to align with the Forester III. Allocation of the class to grade 35 also aligns it one grade below the Conservation Staff Specialist II positions to recognize their broader (statewide) scope of responsibility.

\* \* \* \* \*

**POSTING #06-06 EFFECTIVE JUNE 20, 2006**

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
1.805	Forestry Program Coordinator Options A: Resource Management B: Fire Management C: NEW	39 A	1.805	Forestry Program Manager Options A: Resource Management B: Fire Management C: Conservation Camps	39 A

***EXPLANATION OF CHANGE***

The 2005 Legislature approved a reorganization of the Forestry Division's resource management functions. Previously, three Forestry Regional Managers were responsible for resource and fire management activities in their respective region and jointly supervised day-to-day operations of the conservation camps in conjunction with the Conservation Camp Coordinator. Following the reorganization, the Forestry Regional Managers direct fire management programs and activities and regional staff assigned to implement resource programs, but they no longer share camp management responsibilities with the Conservation Camp Coordinator. (As a result of this change, the Forestry Regional Manager class specification will be re-evaluated in the near future.)

The new organizational structure has increased the level of responsibility and scope of authority of the Conservation Camp Coordinator, currently grade 37. The position now manages the staff and operation of ten conservation camps (statewide) and reports directly to the Deputy State Forester. With the additional management responsibility for the conservation camp program, the position now is comparable to two similar positions in a class titled Forestry Program Coordinator, grade 39. One position manages statewide resource management programs and the other manages statewide fire management programs and activities.

As a result, it is recommended the class specification be revised to reflect a third option for management of the conservation camps. All three Forestry Program Coordinator positions are comparable in terms of supervisory and managerial authority, budget responsibility and policy development. To more accurately reflect the new organization, it is recommended the title be changed to Forestry Program Manager.

The incumbent develops budget and strategic, operational and business plans deemed necessary to ensure success of the conservation camp program; prepares annual and five-year business plans for each conservation camp, considering site-specific revenue potential as well as available staffing and equipment needs; and identifies long and short term goals and objectives which are measurable, attainable, and consistent with legislative directives.

In addition, the incumbent supervises and evaluates the performance of Conservation Camp Area Supervisors, recommended grade 37, Conservation Staff Specialists, grade 36, and other staff as assigned; develops, implements and ensures consistent statewide training in resource management, firefighting and emergency incident response utilizing Conservation Crew Supervisors and inmates.

\*\*\*\*\*

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
1.868	Conservation Camp Coordinator	37 B	1.868	Conservation Camp Area Supervisor	37 B
1.870	Conservation Camp Supervisor	35 D	1.870	Conservation Camp Supervisor	35 B
1.875	Assistant Conservation Camp Supervisor	33 D	1.875	Assistant Conservation Camp Supervisor	33 D

### **EXPLANATION OF CHANGE**

The 2005 Legislature approved a reorganization of the Forestry Division's resource management functions. Previously, the Conservation Camp Coordinator shared responsibility for management of the camps with three Forestry Regional Managers. Currently, one individual manages the program on a statewide basis, and the division has established a new mid-management level in the camp program and requested the title, Conservation Camp Area Supervisor. Each of the four positions in this new assignment supervises two or three conservation camps in an assigned section of the State in order to provide more consistency in camp operations.

The Conservation Camp Area Supervisor class is recommended to be allocated at grade 37, two grades above the highest level subordinates, Conservation Camp Supervisors, grade 35, to recognize supervision and the broader scope of responsibility. Allocation at grade 37 also aligns the class two grades below the immediate supervisor, Forestry Program Manager, Option C, recommended grade 39, who has statewide responsibility for management of the conservation camp program.

Under general supervision, Conservation Camp Area Supervisors develop and implement standards for staff work performance, project review, vehicle operations and maintenance, equipment maintenance, helitack, and camp fabrication and repair shops for two or three conservation camps. They supervise Conservation Camp Supervisors and ensure consistent operations and compliance with agency policies and procedures through the review of camp reports, project billings, and training of staff and inmates.

In addition, Conservation Camp Area Supervisors assist in developing and implementing camp policies, procedures and operational guidelines; ensure camps meet legislative mandates and follow division directives, guidelines, policies and procedures; review and monitor monthly camp expenditures and reconcile data with division fiscal staff and Conservation Camp Supervisors; and provide direction and guidance as required. They also negotiate local cooperator agreements that encompass more than one camp; ensure project hazard assessments are completed and submitted; and inspect projects for compliance with OSHA requirements.

\*\*\*\*\*

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.225	Assistant to the Director, Public Safety	41 B	7.225	Deputy Chief of Staff, DPS	45 A

### ***EXPLANATION OF CHANGE***

Since the Assistant to the Director, Public Safety class was established in 2001, there has been significant change in the duties and responsibilities of the position. This is a single position class utilized only by the Department of Public Safety (DPS). Previously, the position served as a special assistant and problem solver for the Director and had oversight responsibility for several administrative services.

Additional duties and responsibilities have been assigned which include management of the Personnel Division and the Administrative Services Division to include budget and fiscal management; representing the Director of Public Safety in communications with all department management; serving in the capacity of senior executive with the Governor's office, legislators, governmental officials and citizen groups in an effort to independently resolve problems and issues. The incumbent serves as principal advisor to the Director and divisional management on all fiscal, operational and administrative matters.

As a result of the new management responsibilities, it is recommended the grade level be reallocated to grade 45 to align approximately 10% (or 2 grades) above its highest level subordinate, the unclassified Division Administrator, Administrative Services. This recommendation also reflects expanded knowledge, skills and abilities, scope and level of authority, and nature and level of personal contacts. It is also recommended the title be changed to Deputy Chief of Staff, DPS to better reflect job responsibilities.

The Department of Administration supports this recommendation with the caveat that the Department of Public Safety completes a decision unit in the 2007-2009 Biennial Budget to move the position from classified status to unclassified. The Department of Personnel will abolish the classified Deputy Chief of Staff, DPS class specification when that occurs.

The Director of the Department of Public Safety supports this recommendation.

\*\*\*\*\*

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.508	Health Facilities Surveyor IV	38 B	10.508	Health Facilities Surveyor IV	38 B
10.510	Health Facilities Surveyor III	36 B	10.510	Health Facilities Surveyor III	36 B
10.509	Health Facilities Surveyor II	35 B	10.509	Health Facilities Surveyor II	35 B
10.516	Health Facilities Surveyor I	32 B	10.516	Health Facilities Surveyor I	32 B
	Options for all levels in series: A. Nurse B. Dietitian C. Sanitarian D. Medical Technologist E. Social Worker F. Chemist G. Microbiologist H. Generalist			Options for all levels in series: A. Nurse B. Dietitian C. Sanitarian D. Medical Technologist E. Social Worker F. Generalist	

### **EXPLANATION OF CHANGE**

As requested by the Department of Health and Human Services, the Department of Personnel recommends the modification of the minimum qualifications for the Generalist option and the removal of the Chemist and Microbiologist options in the Health Facilities Surveyor series that are no longer used. The current qualifications are a barrier to hiring and promoting experienced professionals into the Generalist option, as individuals who qualify to survey health facilities through other options may lack the required formal education. The minimum qualifications for the Generalist option have been modified to allow persons qualifying for any of the other options to also qualify for this option. In addition, the class concepts were formatted to current standards and the minimum qualifications and knowledge, skills, and abilities were clarified for all levels and options in the series.

\*\*\*\*\*

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.618	Parole & Probation Specialist IV	35 B	12.618	Parole & Probation Specialist IV	35 B
12.616	Parole & Probation Specialist III	33 B	12.616	Parole & Probation Specialist III	33 B
12.614	Parole & Probation Specialist II	31 B	12.614	Parole & Probation Specialist II	31 B
12.615	Parole & Probation Specialist I	29 B	12.615	Parole & Probation Specialist I	29 B

### **EXPLANATION OF CHANGE**

The Department of Public Safety, Division of Parole and Probation has encountered recruitment problems with this series and requested a review of the minimum qualifications.

Currently the minimum qualifications for the Parole and Probation Specialist II, III and IV require previous experience in law enforcement or parole and probation. This has restricted the applicant pool and eliminated individuals with related experience in a similar setting.

With the assistance of subject matter experts from the Division of Parole and Probation, we recommend broadening the minimum qualifications for all levels of the series to include candidates with college credits in human or social services, and at the II and III levels, accept candidates with experience making eligibility determinations, maintaining case records and researching and verifying information in a social services setting. Accepting this valuable and comparable education and experience will help the Division expand the applicant pool and still obtain candidates with the knowledge, skills and abilities required to perform successfully.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.624	Senior Youth Parole Counselor	38 B	12.624	Senior Youth Parole Counselor	38 B
12.623	Youth Parole Counselor II	37 B	12.623	Youth Parole Counselor II	37 B
12.626	Youth Parole Counselor I	33 B	12.626	Youth Parole Counselor I	33 B

### ***EXPLANATION OF CHANGE***

As requested by the Division of Child and Family Services, the Department of Personnel has modified the requirements for classes in the Youth Parole Counselor series.

Currently, these classes require Board of Examiners for Alcohol and Drug Abuse Counselors certification within six months of the time of appointment. This certification now requires over four thousand hours of training to obtain, which renders certification within six months of appointment impossible. Furthermore, it is no longer a mandatory requirement of the positions in this series.

The minimum qualifications for the Senior Youth Parole Counselor and Youth Parole Counselor II were adjusted to more accurately reflect the amount of experience needed to acquire the knowledge, skills, and abilities at each level. The nature and complexity of the work has not changed and, therefore, does not warrant any change in grade level.

This revision will allow for more effective recruitment and will meet current and future staffing needs. Management in the Division of Child and Family Services and the Department of Health and Human Services support this recommendation.

\* \* \* \* \*

**POSTING #07-06 – EFFECTIVE JULY 17, 2006**

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		9.353	Air Operations Supervisor	38 B

The Division of Forestry has restructured their air operations and requested the creation of a new class entitled Air Operations Supervisor. The position will be responsible for organizing and coordinating the division's statewide aviation program; developing policies and procedures related to air operations; and supervising the performance of Pilot II's, grade 37, Pilot I's, grade 36, and Aircraft Maintenance Specialists, grade 35.

It is recommended that the class be allocated at grade 38, one grade below the immediate supervisor, Forestry Program Manager, grade 39, and one grade above the highest subordinate, Pilot II, grade 37, based on the supervisory and overall air operations responsibilities.

The Division of Forestry is in agreement with this recommendation.

\*\*\*\*\*

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		10.290	Wildlife Health Specialist	41 B

***EXPLANATION OF CHANGE***

The Department of Wildlife requested the development of a new class for a position that will provide technical expertise regarding current and potential health issues for the State's wildlife. Due to the increased threat of animal disease transmission to humans and the ongoing need to maintain game populations, the Department of Wildlife requires the services of a specialist in veterinary medicine in addition to Wildlife Biologists and Game Wardens.

As a result, it is recommended a new class titled Wildlife Health Specialist be established at grade 41. The Wildlife Health Specialist performs a variety of duties to enhance and maintain the health of the State's wildlife; develops and administers wildlife disease and nutritional surveillance strategies; designs wildlife health studies; and provides technical expertise and science-based recommendations to department management in regard to new and established programs, projects, and activities. Allocation to grade 41 recognizes the doctoral level knowledge, skills, and abilities required and the scope of responsibility in monitoring the health of the State's wildlife populations.

N:\WPDOCS\PAC\PC 8-06\UCA04.doc

DB:sq